



MINIMUM SCHOOL CLEANING STANDARDS CHECKLIST

R e q u e s t e d A s	D a i l y	W e e k l y	M o n t h l y	B i - M o n t h l y	A n n u a l l y	C h r i s t m a s s E s t a b l i s h m e n t s
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1. GENERAL - Exterior of Building

a)	Water grass area adjacent to building	x					
b)	Keep school grounds in a clean & tidy condition	x					
c)	Clean exterior signs & light fixtures	x					
d)	Clean steps		x				
e)	Remove snow from all entrances & exits		x				
f)	Snow, ice removal & sanding of sidewalks		x				
g)	Maintain shrubs, trees & flower beds in proper condition	x					
h)	Water shrubs & flower beds	x					
i)	Grass cutting at front & side areas adjacent to building	x					

2. GENERAL - Interior of Building

a)	Clean all blackboard brushes & chalk rails		x				
b)	Dust & wipe high ledges, tops of partitions, exposed pipes					x	
c)	Hose cabinets, display cases						
	1. spot clean	x					
	2. wash & polish			x			
d)	Dust & damp wipe radiators					x	
e)	Ceiling air diffusers, air intake grills						
	1. vacuum	x					
	2. wash			x			
f)	Clean doors		x				
	1. kickplates		x				
	2. hand plates		x				
	3. hardware		x				
	4. door handles		x				
g)	Door grills						
	1. vacuum	x					
	2. wash	x					
	3. dust	x					
h)	Water dispensers						
	1. wash		x				
	2. disinfect		x				
i)	Venetian blinds						
	1. vacuum	x					
	2. wash				x		
j)	Clean pictures, murals & clocks			x			
k)	Wash windows				x		
l)	Light fixtures						
	1. dust					x	
	2. wash					x	
	3. re-lamp	x					
m)	Remove dry garbage		x				
n)	Functional check of all fire exits		x				
o)	Check all fire extinguishers			x			



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3 ENTRANCES, LOBBIES & CORRIDORS

a)	Floors						
	1. sweep		x				
	2. wash		x				
	3. wax & polish	x					
b)	Walls						
	1. spot clean		x				
	2. wash						x
c)	Clean foot grills, recessed pans, mats & boot racks		x				
d)	Glass doors & side glass						
	1. spot clean	x					
	2. wash		x				
e)	Clean door frames			x			
f)	Lockers						
	1. spot clean exterior		x				
	2. clean & disinfect (interior)					x	

4. STAIRS

a)	Sweep		x				
b)	Wash		x				
c)	Wipe & polish hand rails	x					

5. OFFICES, STAFF & MEDICAL ROOMS

a)	Carpets & rugs						
	1. spot clean		x				
	2. vacuum		x				
b)	Walls						
	1. dust	x					
	2. wash						x
	3. spot clean	x					
c)	Floors						
	1. sweep		x				
	2. wash		x				
	3. strip	x					
	4. wax	x					
d)	Furniture						
	1. dust		x				
	2. polish	x					
	3. vacuum (sofa, etc.)	x					

6. WASHROOMS, SHOWER & DRESSING ROOMS

a)	Floors						
	1. sweep, damp mop		x				
	2. wash		x				
	3. disinfect		x				
b)	Toilet seats, bowls, urinals, wash basins, water taps, receptacles, dispensers, mirrors, shelves, vanities, door						
	1. wash & disinfect		x				
c)	Remove waste, paper, napkins, etc.		x				



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		Re ques t e d A s	D a i l y	W e e k l y	M o n t h l y	B i - M o n t h l y	A n n u a l l y	C h r i s t m a s s E s t i m a t e s
d)	Replenish soap, toilet paper, towels		x					
e)	Walls & ceilings							
	1. wash	x						
	2. spot clean	x						

7. CLASSROOMS, LIBRARY & MEETING ROOMS

a)	Floors							
	1. spot clean		x					
	2. wash	x						
	3. wax	x						
	4. strip	x						
	5. polish	x						
b)	Vacuum carpets & rugs		x					
c)	Walls							
	1. spot clean		x					
	2. wash							x
d)	Chalkboards							
	1. clean brushes		x					
	2. clean chalk rails		x					
	3. clean boards			x				
e)	Furniture (including tables & desks)							
	1. wash and disinfect		x					
	2. dust			x				

8. GYMNASIUM

a)	Floor							
	1. sweep		x					
	2. damp mop	x						
	3. polish	x						
	4. wax	x						
b)	Walls & doors							
	1. spot clean		x					
	2. wash							x

9. ALL STORAGE ROOMS

a)	Floors							
	1. sweep	x						
	2. spot clean	x						
	3. wash	x						
	4. wax	x						
	5. strip	x						
b)	Walls & shelving							
	1. dust	x						
	2. spot	x						
	3. wash						x	