

Custodial Zone

Summer Classroom Cleaning Checklist

Room Number: _____ Date: _____

Check/ Initial	Description	Comments/Notes
	Make a map of the room. <i>(If possible have teacher do this using the Classroom Maintenance/Set-Up Checklist)</i>	
	Repair or replace damaged ceiling tile if applicable.	
	Dust and/or wash vents, and diffusers.	
	Dust and/or wash light fixtures and replace bulbs as needed.	
	High dust: top of bulletin boards, white boards, ledges, fire alarm / strobe lights. <i>(All horizontal and vertical surfaces.)</i>	
	Clean blinds, windows, window frames.	
	Clean/wash walls, baseboards, chalk and whiteboards.	
	Clean doors, door glass, and door frames, kick plates and hardware	
	Clean inside and outside of lockers, cubbies, cabinets, and or storage containers.	
	Clean all classroom furniture (desks, chairs, cabinets, etc.)	
	Clean computers, TVs, VCRs, projectors, and other electronic equipment. <i>(Recommend covering with trash bag when dry) DO NOT UNPLUG PHONES!</i>	
	Wash trash and recycling cans and re-line when dry.	
	Clean sinks and countertops. Restock soap and paper towel dispensers.	
	Prep floor by dust mopping tile and/or vacuuming carpet (removing staples, gum, tape, etc.).	
	Carpet Maintenance:	
	Spot Stains: Y N Clean Carpet: Y N	
	Tile Floor Maintenance:	
	Top Scrub: Y N Strip: Y N	
	Coats of Finish: High Speed Buff: Y N	
	Classroom Set-Up	

(Make copies and attach to each classroom door)