Summer Classroom Cleaning Training Log

Employee: Trainer: Date: Check/ **Description Comments/Notes** Initial Make a map of the room. (If possible, have teacher do this using the Classroom Maintenance/Set-Up Checklist) 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. (All horizontal and vertical surfaces.) 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. (Recommend covering with trash bag when dry) DO NOT UNPLUG PHONES! 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.).

I acknowledge that I have been trained on the above items and can perform them to standard (Please sign at the bottom of this form)

High Speed Buff: Y N

Clean Carpet: Y N

Strip: Y N

Carpet Maintenance:

Coats of Finish:

Classroom Set-Up

Tile Floor Maintenance:

Spot Stains: Y

Top Scrub: Y