

## Summer Classroom Cleaning Approximate Task Times

Time to complete tasks	Description	Comments/Notes
HC/Lead to make	Make a map of the room. <i>(If possible, have teacher do this using the <b>Classroom Maintenance/Set-Up Checklist</b>)</i>	
30 min	Repair or replace damaged ceiling tile if applicable.	
15 min	Dust and/or wash vents, and diffusers.	
30 min	Dust and/or wash light fixtures and replace bulbs as needed.	
15 min	High dust: top of bulletin boards, white boards, ledges, fire alarm / strobe lights. <i>(All horizontal and vertical surfaces.)</i>	
30 min	Clean blinds, windows, window frames.	
	<b>1<sup>st</sup> Break (15 minutes)</b>	
30 min	Clean/wash walls, baseboards, chalk and whiteboards.	
30 min	Clean doors, door glass, and door frames, kick plates and hardware	
NA	Clean inside and outside of lockers, cubbies, cabinets, and or storage containers.	
2 hrs	Clean all classroom furniture (desks, chairs, cabinets, etc.)	
	<b>30-minute Lunch Break (Take lunch after 1 hr. of cleaning furniture, then resume the 2<sup>nd</sup> hour of cleaning furniture after lunch)</b>	
15 min	Clean computers, TVs, VCRs, projectors, and other electronic equipment. (Recommend covering with trash bag when dry) <b>DO NOT UNPLUG PHONES!</b>	
15 min	Wash trash and recycling cans and re-line when dry.	
	<b>2<sup>nd</sup> Break (15 minutes)</b>	
15 min	Clean sinks and countertops. Restock soap and paper towel dispensers.	
15 min	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)***