



Holiday Park Elementary

SANITATION CHECKLIST

Use this checklist to establish and develop a daily cleaning and sanitizing routine.

Disinfect and Sanitize

- ☐ Light Switches
- ☐ Door Handles/Knobs
- ☐ Classroom Chairs
- ☐ Teacher and Student Desks
- ☐ Sinks and Countertops
- ☐ Water Fountains- classrooms/hallways

Check Dispensers in Classrooms

- ☐ Soap Dispensers
- ☐ Paper Towels
- ☐ Sinks

Classrooms & Offices

- ☐ Wipe/Disinfect desks, countertops, flat surfaces, dust
- ☐ Sweep floors
- ☐ Empty trash cans
- ☐ Straighten desks
- ☐ Spot mop

Rest/Bath Rooms

- ☐ Wipe/Sanitize Partitions/Handles
- ☐ Clean/Sanitize sinks, toilets, urinals
- ☐ Sweep Floors
- ☐ Empty Trash Cans
- ☐ Clean Mirrors
- ☐ Check Soap Dispensers, Toilet Paper, Fill as needed
- ☐ Mop Floors

Hallway

- ☐ Remove marks from walls
- ☐ Dust locker tops
- ☐ Dust hallway floors
- ☐ Mop/Spot Clean Halls
- ☐ Sweep/Mop Stairwells, Sanitize Door handles, Railings