

Plum Borough School District

DAILY CLEANING/SANITATION CHECKLIST

Disinfect and Sanitize

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

Check Dispensers in Classrooms

- Soap Dispensers
- Paper Towels
- Sinks - wipe bowl and faucets

Classrooms & Offices

- Wipe/Disinfect desks, countertops, flat surfaces, dust
- Spot Clean Walls (around trash cans)
- Sweep floors
- Empty trash cans
- Straighten desks
- Wet mop/Spot mop floors (twice/week)
- Change light bulbs/ceiling tiles if needed

Restrooms

- Wipe/Sanitize Partitions/Handles
- Wipe dust from tops of partitions, dispensers, ledges
- 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, fire extinguishers, photo frames, window sills, etc.
- Dust mop hallway floors
- Wet mop/auto scrubber on floors (twice/week, daily during inclement weather)
- Sweep/Mop Stairwells, Sanitize Door handles, Railings
- Spot clean glass in hallway doors or interior windows (library, display cases, etc)
- Sweep walk off mats