

# Plum Borough School District

## DAILY CLEANING/SANITATION CHECKLIST

DATE: \_\_\_\_\_ BLDG/AREA: \_\_\_\_\_ INITIAL: \_\_\_\_\_

### 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
- ☐ 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
- ☐ Sweep/Mop Stairwells, Sanitize Door handles, Railings
- ☐ Spot clean glass in hallway doors or interior windows (library, display cases, etc)
- ☐ Sweep walk off mats