



Solutions Made Better School Cleaning Checklist

Cleaning a school involves a comprehensive approach to ensure that all areas are hygienic and conducive to a safe learning environment. Here's a breakdown of the typical cleaning needs for a school:

Daily Tasks

Classrooms

- **Desks and Chairs:** Wipe down surfaces with disinfectant.
- **Floors:** Sweep/vacuum carpets; mop hard floors.
- **Trash:** Empty bins and replace liners.
- **High-touch Surfaces:** Disinfect doorknobs, light switches, and shared items.
- **Whiteboards:** Clean and erase.

Restrooms

- **Toilets and Urinals:** Clean and disinfect.
- **Sinks and Countertops:** Wipe down and sanitize.
- **Mirrors:** Clean and remove streaks.
- **Floors:** Mop with disinfectant.
- **Trash:** Empty bins and replace liners.

Hallways and Common Areas

- **Floors:** Sweep/vacuum or mop.
- **Walls and Doors:** Wipe down surfaces.
- **Seating Areas:** Clean benches and tables.
- **Trash and Recycling:** Empty bins and replace liners.

Cafeteria

- **Tables and Chairs:** Clean and sanitize.
- **Floors:** Sweep and mop after meals.
- **Trays and Utensils:** Ensure cleanliness.
- **Trash:** Empty bins and replace liners.

Library

- **Tables and Chairs:** Wipe down surfaces.
- **Floors:** Vacuum or mop.
- **Bookshelves:** Dust and wipe down.
- **High-touch Areas:** Disinfect computers and printers.

Gymnasium

- **Floors:** Sweep and mop.
- **Equipment:** Wipe down sports equipment and mats.
- **Seating:** Clean benches.
- **Trash:** Empty bins.

Offices and Staff Rooms

- **Desks and Chairs:** Wipe down and sanitize.
- **Floors:** Vacuum or mop.
- **High-touch Surfaces:** Disinfect phones, keyboards, and other shared equipment.
- **Trash:** Empty bins and replace liners.

Special Areas (e.g., Labs, Art Rooms)

- **Work Surfaces:** Clean and disinfect.
- **Equipment:** Wipe down and sanitize.
- **Floors:** Sweep and mop.
- **Trash:** Empty bins.

Weekly Tasks

Classrooms

- **Deep Clean Carpets:** Steam clean or deep vacuum.
- **Windows:** Clean interior glass.
- **Walls:** Spot clean stains and marks.

Restrooms

- **Deep Clean:** Scrub tiles and grout.
- **Ventilation:** Check and clean vents.

Hallways and Common Areas

- **Deep Clean Floors:** Strip and wax hard floors if applicable.
- **Walls and Doors:** Wash and sanitize.

Cafeteria

- **Deep Clean:** Clean kitchen equipment and surfaces.
- **Floors:** Strip and wax if applicable.

Library

- **Deep Clean:** Organize and clean bookshelves and other furniture.

Gymnasium

- **Deep Clean:** Check and clean any high-use equipment.

Offices and Staff Rooms

- **Deep Clean:** Organize and clean office equipment and furniture.

Monthly Tasks

Classrooms

- **Furniture:** Deep clean and sanitize all furniture.
- **Air Vents:** Clean and check HVAC systems.

Restrooms

- **Deep Clean:** De-scale fixtures and clean ventilation systems.

Hallways and Common Areas

- **Deep Clean:** Strip and wax floors if applicable.
- **High-touch Areas:** Sanitize all touch points thoroughly.

Cafeteria

- **Deep Clean:** Check and clean behind appliances and equipment.
- **Ventilation:** Clean exhaust systems.

Library

- **Deep Clean:** Dust and clean all shelves and storage areas.

Gymnasium

- **Deep Clean:** Sanitize all gym equipment and check for maintenance needs.

Offices and Staff Rooms

- **Deep Clean:** Sanitize and organize storage areas.

Special Areas (e.g., Labs, Art Rooms)

- **Deep Clean:** Thoroughly clean and check all specialized equipment.

Annual Tasks

- **Deep Clean Carpets:** Professional steam cleaning for all carpets.
- **Inspect and Repair:** Check for any maintenance or repair needs throughout the school.
- **Safety Audit:** Ensure all safety equipment is in place and functioning.

This checklist helps ensure that all areas of the school are maintained regularly and thoroughly, contributing to a clean, safe, and pleasant environment for students and staff.