



School cleaning checklist

Daily, weekly and summer tasks by area

Client or site

Date

Cleaner

Daily school cleaning checklist

40 tasks

Classrooms

- ☐ Empty trash and recycling, and replace liners that are dirty or torn
- ☐ Clean student desks and tabletops, then sanitize or disinfect them if the school's procedure calls for it
- ☐ Wipe door handles, light switches, the classroom sink and faucet handles
- ☐ Wipe shared keyboards and hands-on learning items the teacher has set out for cleaning
- ☐ Clean whiteboards only where the teacher has marked them to be erased
- ☐ Vacuum carpet and rugs, dust-mop hard floors and spot-mop spills
- ☐ Close windows, turn off lights and lock the door as the school instructs

Cafeteria dining area

- ☐ Clean lunch tables and seats between lunch periods and after the last one, with the product the school approves for eating surfaces
- ☐ Wipe the tray return, condiment and utensil stations
- ☐ Sweep and mop the dining floor after lunch
- ☐ Empty trash, recycling and food waste, and wipe sticky bins
- ☐ Leave the kitchen, serving line and food prep areas to food service staff unless the contract says otherwise

Offices, staff room and nurse's office

- ☐ Empty trash and recycling
- ☐ Wipe counters, door handles and shared phones
- ☐ Clean the staff room sink, counters, microwave and tables

Hallways, stairs and lockers

- ☐ Dust-mop hallway floors and spot-mop spills and tracked-in dirt
- ☐ Wipe stair rails, push bars and door handles
- ☐ Clean drinking fountains and bottle fillers
- ☐ Spot-clean sticky locker fronts and handles
- ☐ Empty hallway trash and recycling bins
- ☐ Clean fingerprints off door glass and display cases

Restrooms

- ☐ Clean and disinfect toilets, urinals, seats and flush handles
- ☐ Clean and disinfect sinks, faucets and counters
- ☐ Clean mirrors and the outside of dispensers
- ☐ Refill soap, paper towels and toilet paper, and log the check
- ☐ Empty trash and sanitary bins and replace liners
- ☐ Spot-clean partitions, walls and doors, and report graffiti or damage the same day
- ☐ Sweep and mop the floor with a wet floor sign out

Gym and locker rooms

- ☐ Dust-mop the gym floor with a clean dry mop, following the floor maker's directions
- ☐ Wipe door handles, push bars and the shared equipment the school lists
- ☐ Clean locker room toilets, sinks and showers, and disinfect them under the school's procedure
- ☐ Mop locker room floors and check that drains are clear
- ☐ Empty trash and pick up towels or clothes left behind for lost and found



Daily school cleaning checklist (continued)

Offices, staff room and nurse's office (continued)

- ☐ In the nurse's office, clean and disinfect surfaces as the nurse and the school's procedure direct, and leave medical waste to the nurse
- ☐ Vacuum or mop the floors

Entrances

- ☐ Vacuum walk-off mats at every entrance students use
- ☐ Clean entry door glass and push bars
- ☐ Sweep the vestibule and entry walk and empty outdoor bins
- ☐ In wet or snowy weather, mop the entry and put out a wet floor sign
- ☐ Lock up and set the alarm as the school instructs

Weekly school cleaning checklist

17 tasks

Classrooms and offices

- ☐ Dust shelves, window sills and the tops of cabinets and bookcases
- ☐ Wipe chair seats, chair backs and desk legs
- ☐ Vacuum edges, corners and under heaters
- ☐ Clean interior door glass and windows within reach
- ☐ Empty pencil sharpeners if the teacher asks

Cafeteria

- ☐ Wipe table legs, bench frames and the lower walls
- ☐ Wash the inside and outside of trash and recycling bins
- ☐ Clean under and behind tables and folding units

Hallways, stairs and lockers

- ☐ Wipe every locker front, not just the sticky ones
- ☐ Damp-mop hallway floors edge to edge
- ☐ Dust trophy cases, ledges and display boards
- ☐ Clean stairwell corners and landings

Restrooms, locker rooms and gym

- ☐ Descale sinks, toilets and urinals
- ☐ Scrub grout and the floor around fixtures
- ☐ Pour water into floor drains so the traps stay filled
- ☐ Wipe partitions and locker room benches top to bottom
- ☐ Damp-mop the gym floor only if the floor maker's directions allow it

Monthly and school break cleaning checklist

10 tasks

Monthly

- ☐ Dust air vents, return grilles and light fixtures
- ☐ Wipe baseboards throughout
- ☐ Wash interior windows
- ☐ Spot-clean carpet stains
- ☐ Check the custodial closet: stock, labels, safety data sheets and locks

Winter and spring breaks

- ☐ Machine-scrub restroom and locker room floors
- ☐ Hot-water extract carpet in the busiest rooms
- ☐ Scrub or burnish hallway and cafeteria floors
- ☐ Wash the inside of lockers that have been emptied
- ☐ Catch up on any weekly task that slipped during the term



Summer school deep cleaning checklist

21 tasks

Classrooms

- ☐ Move furniture to one side or into the hall, following the room map
- ☐ Wash desks, chairs and tables top to bottom, including undersides
- ☐ Strip and refinish vinyl tile floors, or hot-water extract carpet
- ☐ Wash windows, blinds and light fixtures
- ☐ Clean inside cabinets and shelves the teacher has emptied

Gym, cafeteria and common areas

- ☐ Clean bleachers on top and underneath
- ☐ Scrub the cafeteria floor and wash tables, benches and walls
- ☐ Leave gym floor screening and recoating to the contractor the school picks, unless it is in your scope
- ☐ Clean high windows, lights and vents with the right ladder or lift

Hallways and lockers

- ☐ Empty and wash lockers inside and out
- ☐ Strip and refinish hallway floors
- ☐ Wash walls, doors and door frames
- ☐ Clean trophy cases and display boards

Restrooms and locker rooms

- ☐ Deep-scrub floors, walls and grout
- ☐ Descale every fixture and clean behind toilets
- ☐ Wash partitions, benches and lockers
- ☐ List repairs for the facilities team before school starts

Final walk-through

- ☐ Walk every room with the principal or facilities manager
- ☐ Put furniture back to the room map
- ☐ Restock all dispensers and the custodial closet
- ☐ Lay clean walk-off mats at every entrance