

School and daycare cleaning: what we clean

Walk the building with your director after pickup and check off each room for the plan.

School or center _____ Address _____
 Walked by _____ Date _____

Classrooms

- ☐ Desks, tables and chair backs, top down
- ☐ Whiteboards and their trays
- ☐ Door handles, light switches and the pencil sharpener area
- ☐ Waste and recycling out
- ☐ Floor under every desk, crayons and scraps lifted
- ☐ Library, computer lab, music and science rooms on rotation
- ☐ Keyboards and shared headphones with electronics-safe wipes

Infant, toddler and preschool rooms

- ☐ Crib rails, changing tables and low shelves
- ☐ Cubbies and child-height sinks
- ☐ Crawling floor mopped corner to corner
- ☐ Toys your director picks, wiped and left to dry
- ☐ Nap cots and mats wiped and stacked as staff prefer
- ☐ Art tables scrubbed free of paint and glue
- ☐ Products and steps named by your center

Restrooms

- ☐ Toilets, sinks, partitions, mirrors and floors cleaned and disinfected
- ☐ Child-height fixtures given the same care
- ☐ Soap and towels refilled from our supplies or yours
- ☐ Playground restrooms checked for sand and mud

Kitchens, lounges and front office

- ☐ Snack room counters, sinks, tables and appliance fronts
- ☐ Staff lounge coffee area and refrigerator handles
- ☐ Front office desks and counters
- ☐ Visitor sign-in area before drop-off

Multipurpose rooms and gym

- ☐ Tables wiped and chairs stacked after each use
- ☐ Floor swept and mopped for the next group
- ☐ Gym floor dust-mopped to protect its finish

Break-week projects

- ☐ Classroom tile stripped and refinished over summer
- ☐ Rugs and carpeted rooms extracted over winter or spring break
- ☐ Every desk wiped inside and out
- ☐ Walls washed at child height
- ☐ Light diffusers and vents cleaned

Notes
