



Christmas & Spring Break Cleaning Check List

Building: _____

Check off after you complete the cleaning and date completed.

Rooms: Classrooms Office, Conference Rooms, Etc.			Room No.:		
	Sign Off	Date		Sign Off	Date
Dust Ceilings & Walls			White Board		
Lights			Cabinets/Shelves		
Baseboards			Chairs/Stools		
Vents			Sinks/Countertops		
Blinds			Computers/Projectors		
Doors & Frames			Student Desks		
Tables			Waste Baskets		
Windows & Sills			Removal of ALL Gum		
Comments:					
Tile Floors			Dispensers		
Sweep			Cleaned & Filled		
			Hand Soap		
Carpet			Paper Towels		
Vacuum					
Comments:					
Restrooms/Locker Rooms			Room No.:		
	<input type="checkbox"/>	Boys	<input type="checkbox"/>	Girls	
Dust Ceilings & Walls			Sanitary Waste Bin		
Lights			Toilets		
Wash Walls			Urinals		
Waste Baskets			Mirrors		
Vents			Floor		
Stalls			Hand Dryers		
Doors & Frames			Floor Drains		
Showers (If Applicable)			Baseboards		
			Windowsills		
Dispensers					
Hand Soap					
Paper Towels					
Toilet Paper					
Toilet Seat Covers					
Comments:					