

Summer Deep Cleaning- Classrooms

Start Date: _____

End Date: _____

Area: _____

What Needs to be Done	Check Off	What Needs to be Done	Check Off
Dust or Clean		Wash or Scrub	
Blinds/Curtains	_____	Baseboards	_____
Bookshelves	_____	Bulletin boards (remove staples)	_____
Clock(s)	_____	Carpet edging	_____
Computer(s)	_____	Countertops	_____
Ledges	_____	Desks and chairs	_____
Light fixtures and lenses	_____	Sink area	_____
Light switch covers	_____	Skylights	_____
Map and holder	_____	Soap dispensers	_____
Pencil sharpener(s)	_____	Towel dispensers	_____
Projector screen	_____	Walls (remove staples and tape)	_____
Replace burned out lights	_____	White boards and trays	_____
Speaker covers	_____	Tile	
Television and equipment	_____	Sweep	_____
Carpet		Scrub or strip wet area	_____
Remove staples and stains	_____	Wax (# of coats _____)	_____
Vacuum	_____	Buff	_____
Bonnet	_____		
Extract	_____		
Repairs/ Comments:			
