

Classroom Cleaning Pre-Kindergarten and Kindergarten rooms may require more care <i>DUTIES</i>	FREQUENCY					
	Daily	Weekly	Monthly	Quarterly	Annually	As Needed
Dust horizontal surfaces	x					
Dust mop floor	x					
Empty pencil sharpeners	x					
Empty waste baskets	x					
Adjust shades or drapes	x					
Secure windows	x					
Clean and wash - sink & fittings	x					
Windows				x		
lockers, wardrobes					x	
furniture					x	
piano keys						x
finger prints						x
doors and frames						x
woodwork and trim					x	
lights & fixtures					x	
wainscot, dado					x	
window sills						x
Clean - chalkboards, tack boards, white boards		x				
shades, drapes					x	
A/C vents (supply and return)		x				
Damp wipe - clock						x
window frames				x		
Dry clean floor						x
Spot mop						x
Dust walls & ceiling						x
Regular floor maintenance					x	

Corridor & Stairway Cleaning <i>DUTIES</i>	FREQUENCY					
	Daily	Weekly	Monthly	Quarterly	Annually	As Needed
Dust horizontal surfaces	x					
Dust mop floor	x					
Adjust shades or drapes	x					
Secure windows	x					
Clean and wash - fountains & fittings	x					
Windows & Stills				x		
lockers					x	
finger prints						x
doors, frames, glass		x				
entrance doors & glass	x					
woodwork and trim					x	
lights & fixtures					x	
wainscot, dado					x	
Statuary				x		
Stair risers				x		
Stair treads		x				
Dust - walls and ceilings				x		
Banisters	x					
Clean - exhibit cases				x		
Mats		x				
Damp wipe - banisters	x					
exit lights				x		
Walls				x		
Screens				x		
Hardware		x				
Dry clean floor						x
Spot mop floor						x
Regular floor maintenance					x	

Restroom, Locker & Shower Room Cleaning	FREQUENCY					
	Daily	Weekly	Monthly	Quarterly	Annually	As Needed
<i>DUTIES</i>						
Dust horizontal surfaces	x					
Clean with Antiseptic Solution - urinals & fittings	x					
toilet bowls & fittings	x					
lavatories & fittings	x					
drinking fountains	x					
Damp wipe - partitions	x					
walls	x					
seats	x					
Clean - windows				x		
shower heads			x			
soap dishes	x					
House clean lockers				x		
Wash and wax lockers				x		
Fill receptacles - towels	x					
toilet paper	x					
sanitary napkins	x					
Secure windows	x					
Wet mop floors	x					
Dispose of trash	x					
Regular floor maintenance					x	

Gymnasium & Multipurpose Room Cleaning	FREQUENCY					
<i>DUTIES</i>	Daily	Weekly	Monthly	Quarterly	Annually	As Needed
Dust horizontal surfaces	x					
Clean under bleachers	x					
Damp wipe - bleachers			x			
exit lights				x		
tile work			x			
Wash - drinking fountains	x					
doors & frames			x			
dada, wainscot					x	
door glass	x					
lights & fixtures					x	
windows, sills				x		
Dust seating		x				
Wash seating					x	
Wax seating					x	
Wash seat tier risers					x	
Inspect equipment		x				
Dust mop floors	x					
Dust walls				x		
Regular floor maintenance					x	

Auditorium & Stage Cleaning	FREQUENCY					
<i>DUTIES</i>	Daily	Weekly	Monthly	Quarterly	Annually	As Needed
Dust - horizontal surfaces		X				
Seating		X				
Dust mop floor	X					
Brush stage curtains				X		
Wash - windows & sills				X		
piano keys				X		
railings			X			
lights & fixtures					X	
footlights				X		
doors & frames				X		
door glass			X			
dado, wainscot					X	
woodwork, trim				X		
Adjust shades, drapes						X
Clean shades, drapes					X	
Regular floor maintenance					X	

Office, Lounge, and Clinic Cleaning		FREQUENCY					
		Daily	Weekly	Monthly	Quarterly	Annually	As Needed
DUTIES							
Dust -	desks	x					
	files cabinets, etc.	x					
	tables	x					
	chairs	x					
	window sills	x					
	mail boxes and desk baskets	x					
	bulletin boards		x				
	open book shelves	x					
	telephones	x					
	walls and ceiling				x		
Dust mop floor		x					
	Scrub & wax floor				x		
	Empty waste baskets	x					
Wash -	furniture			x			
	windows & sills			x			
	door glass	x					
	doors & frames			x			
	woodwork & trim					x	
	spot wash walls		x				
	lights & fixtures					x	
	wainscot, dada				x		
Damp wipe -	telephone		x				
	clock					x	
	window frames				x		
Service windows		x					
Adjust shades, drapes		x					
Clean shades, drapes						x	
Regular floor maintenance						x	
Vacuum rugs		x					

Miscellaneous Interior	FREQUENCY					
<i>DUTIES</i>	Daily	Weekly	Monthly	Quarterly	Annually	As Needed
Unlock & lock building	x					
Start heating plant	x					
Start fans, equipment	x					
Turn on lights	x					
Check for burned out lights	x					
Check exits, entrances	x					
Check door closer adjustment			x			
Remove writing, marks, etc.	x					
Clean service sinks		x				
Inspect for fire hazards		x				
Inspect motors, fans, etc.			x			
Check for insects and report			x			
Inspect for leaks, etc.			x			
Clean door mats		x				
Check and adjust fountains	x					
Polish bright metal			x			

Miscellaneous Exterior	FREQUENCY					
<i>DUTIES</i>	Daily	Weekly	Monthly	Quarterly	Annually	As Needed
Sweep entrance & walks	x					
Remove ice or snow						x
Check playground equipment			x			
Pick up trash about the building	x					
Remove loose dirt, play area, etc.						x
Rake grounds					x	
Remove leaves						x
Water grounds						x
Sweep blacktop	x					
Flush blacktop				x		
Put up flag	x					
Take down flag, fold properly	x					
Remove marks, exterior						x
Hose off entrance						x
Clean drain grating					x	
Clean roof drains						x
Check building before leaving	x					