

DAILY CLEANING WEEK OF _____ SIGNATURE _____ DATE _____

CLASSROOM	M	T	W	TH	F	Notes
ROOM NUMBER						
Dust Horizontal Surfaces, TV & Computer						
Empty Pencil Sharpener						
Empty Wastebaskets						
Whiteboards/Chalkboards Cleaned						
Disinfect/Clean Desks & Tables						
Vacuum Carpet						
Sweep Floor (If no carpeting)						
Disinfect/Clean Sink & Drinking Fountain						
Clean Windows						
Close/Lock Windows & Doors						
Floors Mopped						
Spot Clean Walls & Doors						
Spot Clean Carpeting						
Replace Burned Out Bulbs						

BATHROOM & LOCKEROOM	M	T	W	TH	F	Notes
AREA/ROOM NUMBER						
Sweep Floor						
Clean Mirrors						
Empty Wastebaskets						
Disinfect/Clean Toilets/Seat & Urinals						
Disinfect/Clean Sinks						
Refill - Paper Towels, Toilet Paper & Soap						
Disinfect/Clean Partitions						
Disinfect/Clean All Chrome						
Disinfect/Clean All Walls						
Disinfect/Clean Floor with Mop						
Replace Burned Out Bulbs						

ENTRYWAYS	M	T	W	TH	F	Notes
AREA						
Empty Trash Cans inside & outside						
Sweep Floor						
Sweep & Pick-Up Trash Outside						
Vacuum Floor						

Disinfect/Clean Doors & Windows						
Spot Clean Walls						
Vacuum Rugs						
Mop Area						
Spot Clean Carpet						
Clear Ice & Snow From Sidewalks						
Lock or Unlock Doors						

HALLWAY	M	T	W	TH	F	Notes
AREA						
Sweep/Vacuum hallways						
Spot Mop Halls						
Auto Scrub Halls						
Disinfect/Clean Drinking Fountains						
Disinfect/Clean Doors & Glass						
Spot Clean Walls & Lockers						
Replace Burned Out Lights						
Wax						

POOL & FILTER ROOM	M	T	W	TH	F	Notes
Empty Wastebaskets						
Sweep Deck						
Clean Whiteboard						
Disinfect/Clean Deck with Mop or Auto Scrub						
Spot Clean Walls						
Disinfect/Clean Doors						
Vacuum/Put Dolphin in Water						
Check/Record Chemicals, Air & water Temps						
Add Chemicals - Chlorine/CO2						
Clean Pool Pump Screen/Basket						
Back Wash Filters						
Fax Chemical Reading to Macomb County						
Clean/Sweep Filter Room						
Clean/Sweep Bleachers						
Replace Burned Out Bulbs						