**CLEANING GUIDELINES**

**Classrooms and Offices**

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| **TASK** | **DAILY** | **WEEKLY** | **AS NEEDED** |
| Empty waste baskets |  |  |  |
| Empty pencil sharpeners |  |  |  |
| Sweep floors (dust mop) |  |  |  |
| Vacuum carpets |  |  |  |
| Close and lock windows |  |  |  |
| Close and lock doors |  |  |  |
| Wash chalkboard/whiteboard |  |  |  |
| Spot clean floors (wet mop) |  |  |  |
| Clean and sanitize dispensers |  |  |  |
| Clean and sanitize sinks/fountains |  |  |  |
| Spot clean glass |  |  |  |
| Spot clean walls/door frames |  |  |  |
| Clean/arrange furniture |  |  |  |
| Change/report burned out lights |  |  |  |

* **Daily =** All school days
* **Weekly =** One day per week
* **As Needed =** When used and/or requires cleaning
* Carpet stains must be removed or reported immediately
* **GRAFFITI MUST BE REMOVED IMMEDIATELY**