**CLEANING GUIDELINES**

**Halls, Entrances and Grounds**

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **DAILY** | **WEEKLY** | **AS NEEDED** |
| Empty waste baskets |  |  |  |
| Sweep floors (dust mop) |  |  |  |
| Vacuum mats/runners |  |  |  |
| Clean and sanitize sinks/fountains |  |  |  |
| Spot clean glass |  |  |  |
| Scrub floors (auto scrubber) |  |  |  |
| Spot clean walls/locker fronts |  |  |  |
| Change/report burned out lights |  |  |  |
| Clean corners and edges |  |  |  |
| Burnish floors |  |  |  |
|  |  |  |  |
| **EXTERIOR OF BUILDING** |  |  |  |
| Clean entrances |  |  |  |
| Clean/pick up grounds |  |  |  |

* **Daily =** All school days
* **Weekly =** One day per week
* **As Needed =** When used and/or requires cleaning
* **GRAFFITI MUST BE REMOVED IMMEDIATELY**