**CLEANING GUIDELINES**

**Shop Areas**

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| **TASK** | **DAILY** | **WEEKLY** | **AS NEEDED** |
| Empty waste baskets |  |  |  |
| Sweep floors (work with shop teacher) |  |  |  |
| Clean and sanitize sink |  |  |  |
| Clean and sanitize dispensers |  |  |  |
| Restock paper products |  |  |  |
| Restock hand soap |  |  |  |
| Change/report burned out lights |  |  |  |
| Spot mop floor (wet mop) |  |  |  |
| Clean chalkboard/whiteboard |  |  |  |

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