

School and daycare cleaning: what we clean

Before morning drop-off, walk the building with your director and check off each room.

School or center _____ Address _____

Walked by _____ Date _____

Classrooms

- ☐ Desks and tables wiped
- ☐ Whiteboard trays and classroom sinks cleaned
- ☐ Trash and recycling emptied
- ☐ Floors vacuumed or mopped
- ☐ Cubbies and low shelves dusted
- ☐ Door handles and light switches wiped every visit
- ☐ Art projects, chair positions and teacher notes respected

Infant and toddler rooms

- ☐ Changing counters cleaned with the products your center lists
- ☐ Low tables wiped
- ☐ Hard floors around play areas cleaned
- ☐ Nursery restroom and sink ready for the morning

Shared spaces

- ☐ Multipurpose room, after any program signs out
- ☐ Library corner
- ☐ Staff lounge and front office
- ☐ Every restroom on campus
- ☐ Entry glass cleaned
- ☐ Sand and grit cleared from floors just inside the doors

Products and routine

- ☐ Fragrance-free or listed products used where you asked
- ☐ Same order through the building each night
- ☐ Supplies placed where staff expect them
- ☐ Cleaning closets locked when the crew leaves
- ☐ Learning materials left where the teacher set them

Events and school breaks

- ☐ Evening touch-up before open houses or performances
- ☐ Classroom carpet extraction during a break
- ☐ Hallway tile stripped and refinished while rooms sit empty
- ☐ High shelves, vents and light lenses dusted
- ☐ Restrooms cleaned top to bottom

Notes
