## Daily and Weekly Cleaning Procedures

*follow these steps in order*

1. Check-in with the Senior Sweeper/Head or Lead Custodian *(3 Minutes)*.
2. Record your start time in Skyward True Time and start your route.
3. Use the appropriate PPE; safety glasses, gloves and proper shoes.
4. Empty all pencil sharpeners *(vacuum specialist should do rooms with carpet)*.
5. Pick up all large trash, paper clips, pens, pencils, crayons etc., that cannot be vacuumed up.
6. **Dust all horizontal areas:** ceilings, lights, vents, maps, shelves, file cabinets, countertops, windowsills, TV, etc.

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7. Empty all trash receptacles & paper shredders and replace liners if needed.
8. Disinfect/Sanitize all phones in assigned areas *(Spray disinfectant/sanitizer on cloth and wipe phones)*.
9. Disinfect/Sanitize all classroom doors, doorknobs, switches and any place the public may touch.
10. Disinfect/Sanitize classroom sink & drinking fountain.
11. **Use acid based hard water remover on sink & water fountains as per the following schedule.**

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12. Spot clean classroom doors and adjoining windows and frames.
13. Recheck your work before moving to the next classroom or area.
14. Turn off lights, lock and secure all classroom doors and windows.
15. Spot clean assigned entryway doors and adjoining windows and frames as needed.
16. **Detail clean entryway doors and adjoining windows and frames as per the following schedule.**

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17. Disinfect/Sanitize all assigned drinking fountains and remove hard water as needed.
18. After your last classroom or area, follow school procedures on care of the microfiber cleaning cloths.
19. Empty trash from barrel and clean caddy, restock with cleaning chemicals and other items as needed *(5 Minutes)*.
20. Check-out with the Senior Sweeper/Lead Custodian before you sign out and go home.