

# SUMMER DETAIL CLEANING

PRINT YOUR NAME BY EACH ITEM YOU COMPLETE

**ROOM NUMBER OR AREA:** \_\_\_\_\_

- \_\_\_\_\_ 1. Clean ceiling tile with broom.
- \_\_\_\_\_ 2. Open all lampshades and clean inside. Replace burned out lights.
- \_\_\_\_\_ 3. Clean all air vents/speakers in the room.
- \_\_\_\_\_ 4. Clean the TV, VCR and Projector (Use Air Can For Filter).
- \_\_\_\_\_ 5. Clean the wall clock.
- \_\_\_\_\_ 6. Wash the top of all cabinets including doors and all other ledges in the room.
- \_\_\_\_\_ 7. Dust the top of maps and movie screens.
- \_\_\_\_\_ 8. Clean the white boards and trays.
- \_\_\_\_\_ 9. Clean bulletin boards, remove staples.
- \_\_\_\_\_ 10. Clean classroom doors, doorframes, windows and kick plates inside and out.
- \_\_\_\_\_ 11. Clean window blinds.
- \_\_\_\_\_ 12. Clean all windows and windowsills inside and out.
- \_\_\_\_\_ 13. Wash all walls and remove all graffiti and black marks.
- \_\_\_\_\_ 14. Clean the phones, AV carts, computers, switch plates, pencil sharpeners, etc.
- \_\_\_\_\_ 15. Clean the sinks and counter tops. Check the soap and towels.
- \_\_\_\_\_ 16. Clean furniture i.e. wash tops, legs, remove marks, tape, gum ect.
- \_\_\_\_\_ 17. Wash all trashcans inside and out and replace the liners.
- \_\_\_\_\_ 18. Remove all gum, staples, pins etc. from the floors (carpet & tile).
- \_\_\_\_\_ 19. Clean all baseboards.
- \_\_\_\_\_ 20. Vacuum the floors with upright vacuum (carpet & tile).
- \_\_\_\_\_ 21. Collect all chemical bottles in the room and bring back to the sweeper staging area to be cleaned and filled.
- \_\_\_\_\_ 22. Clean the carpets.
- \_\_\_\_\_ 23. Strip and wax the tile floors.
- \_\_\_\_\_ 24. Replace all IPM pest monitoring stations with new ones (IPM Site Cordinator).

**Report any needed repairs e.g. celing tiles, lamp shades, power outlets, carpet runs etc.**

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\_\_\_\_\_ **Assistant Facility Manager Follow-Up Inspection.**