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. ceiling tiles, lamp shades, power outlets, carpet runs etc.

________________ Assistant Facility Manager Follow-Up Inspection.