

SUMMER DETAIL CLEANING

PRINT YOUR NAME BY EACH ITEM YOU COMPLETE

ROOM NUMBER OR AREA: _____

- _____ 1. Clean ceiling tile with a broom.
- _____ 2. Open all lampshades and clean inside. Replace burned-out lights.
- _____ 3. Clean all air vents/speakers in the room.
- _____ 4. Dust the Projector (Filters are cleaned by the I.T. Department)
- _____ 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 whiteboards and trays using #17, #34, or Expo Whiteboard Cleaner.
- _____ 9. Clean bulletin boards, and remove staples.
- _____ 10. Wash all walls and remove all staples, graffiti, and marks or stains.
- _____ 11. Clean classroom doors, doorframes, windows, and kick plates inside and out.
- _____ 12. Clean all windows and windowsills.
- _____ 13. Clean window blinds.
- _____ 14. Clean the phones, AV carts, computers, switch plates, pencil sharpeners, etc.
- _____ 15. Clean the sinks and countertops. Check the soap and towels.
- _____ 16. Clean all furniture: desks, chairs, tables, carts, etc. i.e. tops, underneath, legs, casters, remove all tape, gum, marks, stains, etc.
- _____ 17. Wash all trashcans inside and out and replace the liners.
- _____ 18. Collect all chemical bottles in the room and bring them back to the sweeper staging area to be cleaned and filled.
- _____ 19. Remove all gum, tape, staples, pins, etc. from the floors (carpet & tile).
- _____ 20. Clean all baseboards.
- _____ 21. Vacuum floors with an upright vacuum or wide-area vacuum.
- _____ 22. Clean the carpets. Follow Best Practices for current procedures.
- _____ 23. Deep-scrub or strip and wax the tile floors according to your 5-year plan.
- _____ 24. Replace all IPM pest monitoring stations with new ones.

Report any needed repairs e.g. ceiling tiles, lamp shades, paint, carpet runs, etc.

_____ Assistant Facility Manager Follow-Up Inspection.

_____ Custodial Specialist Follow-Up Inspection.