

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. Dust the Projector, Filters are cleaned by I.T. Department
- _____ 5. Clean the wall clock. Replace batteries as needed
- _____ 6. Wash the top of all cabinets including doors and all other ledges in the room.
- _____ 7. Dust the top of maps and projector screens.
- _____ 8. Clean the white boards with Whiteboard Cleaner/Conditioner. The #17 or #34 also may be used.
- _____ 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.
- _____ 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, counter tops and dispensers. Check the soap and towels.
- _____ 16. Clean all furniture: desks, chairs, tables, carts etc. i.e. tops, legs, remove marks, tape, gum, etc.
- _____ 17. Wash all trashcans inside and out and replace the liners.
- _____ 18. Collect all chemical bottles in the room and bring back to the sweeper staging area to be cleaned and filled.
- _____ 19. Remove all gum, staples, pins etc. from the floors (carpet & tile).
- _____ 20. Clean all baseboards.
- _____ 21. Vacuum the floors with upright vacuum (carpet & tile).
- _____ 22. Clean the carpets. Follow Best Practice procedure.
- _____ 23. Strip and wax the tile floors.
- _____ 24. Replace all IPM pest monitoring stations (IPM Site Coordinator).

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

_____ **Assistant Facility Manager Follow-Up Inspection.**

_____ **Custodial Trainer Follow-Up Inspection.**