

School Cleaning Checklist

A janitorial routine for cleaning classrooms, restrooms and common areas in a school.

Classrooms

- ☐ Empty all trash and replace liners.
- ☐ Disinfect desks, tables and chair surfaces.
- ☐ Wipe down high-touch points like door handles and switches.
- ☐ Clean the whiteboard or chalkboard and tray.
- ☐ Sweep and mop or vacuum the floor.
- ☐ Tidy supplies and straighten furniture.

Restrooms

- ☐ Clean and disinfect all toilets and urinals.
- ☐ Scrub and sanitize sinks and faucet handles.
- ☐ Restock soap, paper towels and toilet paper.
- ☐ Empty trash and sanitary bins.
- ☐ Mop floors with disinfectant.
Place wet-floor signs while cleaning.
- ☐ Wipe mirrors, partitions and door handles.

Cafeteria

- ☐ Wipe and disinfect all tables and benches.
- ☐ Sweep and mop the dining and serving floors.
- ☐ Clean and sanitize serving and counter surfaces.
- ☐ Empty and sanitize trash and recycling bins.
- ☐ Wipe down high-touch points and seating.
- ☐ Check for spills and sticky residue under tables.

Common areas

- ☐ Sweep and mop hallways and entryways.
- ☐ Disinfect handrails, lockers and water fountains.
- ☐ Empty trash bins in shared spaces.
- ☐ Clean entry glass and high-touch doors.
- ☐ Wipe down office and reception surfaces.
- ☐ Spot-clean walls and remove visible marks.

Weekly deep tasks

- ☐ Scrub and machine-clean hard floors.
- ☐ Dust vents, blinds and high surfaces.
- ☐ Wash interior windows and glass.
- ☐ Deep-clean and descale restrooms.
- ☐ Disinfect shared keyboards and devices.
- ☐ Inspect and refill all supply stations.