

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 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. Use 17L, 34L or Expo Whiteboard Cleaner.
- _____ 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. NO Chemicals in Extractors! Pre-treat spots, 34H Pre-Spray, Bonnet, then Extract.
- _____ 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.

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

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