

SUMMER DETAIL CLEANING

PLEASE COMPLETE THIS LIST IN ORDER AND PRINT YOUR NAME
BY EACH ITEM YOU COMPLETE.

ROOM NUMBER YOU ARE CLEANING: _____

- _____ 1. Clean ceiling tile with broom.
- _____ 2. Open all lampshades and clean inside. Replace burned out lights.
- _____ 3. Clean all air vents in the room.
- _____ 4. Clean the TV, VCR and Projector (Use Air Can For Filter).
- _____ 5. Clean the wall clock.
- _____ 6. Clean the top of the cabinets, doors and all other ledges in the room.
- _____ 7. Clean the top of the maps and movie screens.
- _____ 8. Clean the white boards and trays.
- _____ 9. Clean the classroom doors, inside and out, also the doorframes and kick plates. Then clean the windows attached to the doors inside and out.
- _____ 10. Clean window blinds.
- _____ 11. Clean the windows inside and out and clean the windowsills also.
- _____ 12. Wash all walls and remove all graffiti and black marks.
- _____ 13. Clean the phones, AV carts, computers etc.
- _____ 14. Clean the sinks and counter tops. Check the soap and towels.
- _____ 15. Wash all trashcans inside and out and replace the liners.
- _____ 16. Remove all gum from the floors (carpet & tile).
- _____ 17. Vacuum the floors (carpet & tile) and remove all staples, pins etc.
- _____ 18. Collect all chemical bottles in the room and bring back to the sweeper staging area to be cleaned and filled.
- _____ 19. Clean the carpets.
- _____ 20. Strip and wax the tile floors.

Report any needed repairs, celing tile, lamp shades, power outlets, carpet runs etc.

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