

Classroom/Portables Cleaning

Daily Cleaning

- Empty pencil sharpener shavings into trash receptacle.
- Empty trash receptacles, wipe in and out with Germicidal solution (#19). Replace trash can liners. Dispose of trash in designated area.
- Empty recycle bins, wipe in and out with Germicidal solution (#19). Dispose of materials in designated area.
- Wipe desk and tables with Germicidal solution (#19) and remove graffiti and gum.
- Sweep floor with dust mop, remove scuff marks and gum from floor.
- Vacuum carpets and rugs, remove gum and spot clean. Pick up all objects too large for the vacuum (paper clips, thumb tacks etc.).
- Scrub sinks and clean counters with Germicidal solution (#19).
- Clean door windows with glass cleaner (#11) and wipe with paper towels.
- Wipe doors and walls with Germicidal solution (#19).
- Mop Classroom/Portable floor with (#16).

Deep Cleaning *is accomplished in addition to daily procedures*

- Wipe all vertical & horizontal surfaces with Germicidal solution (#19)
- Clean white boards, green boards and chalk rails every Friday with Germicidal solution (#19)
- Dust light fixtures with the extension duster and replace lamps as needed.
- Dust bookshelves, computers, dust vents, dust off TV and projector carts