

Cleaning Schedule for Sugar Creek and New Century

We highly value the cleanliness of our schools! If you have any questions ask your custodian or your administrator.

Teacher/Staff Cleaning Responsibilities:

1. Pick up and place paper in recycle bin if it is too large to vacuum.
2. Remind students of bathroom manners.
3. **Pick up any pencils, crayons, markers, etc from floor.**
4. If milk is dumped in sink in classroom, make sure students run water to keep drain clear. Drains WILL plug up otherwise.
5. Carefully throw milk containers into the garbage cans.
6. Clean tables if a mess is made.
7. Student tables should be cleared off at the end of each night (except for general supply storage such as pencils, etc.).
8. Chairs placed on top of tables (vacuuming/sweeping will not be done if chairs are not up)
9. In warm weather, make sure windows are closed.
10. All lights, fans, etc. should be turned off (and unplugged over weekend/holidays) whenever possible.
11. Make sure classrooms doors are shut and locked when you leave.
12. Keep one plug, usually one by the sink, open for their use.
13. Share questions or concerns about your room's cleanliness with the custodians.

Custodial Staff Cleaning Responsibilities:

Daily Classroom Cleaning:

1. Empty trash, both cans, liner in the big one
2. Wipe down chalkboards and trays
3. Wipe down sinks
4. Wipe countertops, paper towel holder, wall by trash can, soap dispensers
5. Replenish paper towels and soap dispensers
6. Dust mop floor – start farthest from the door and work your way out of the room
(Teachers, please have chairs stacked or moved out of the way.)
7. Move chairs away from computers and dust mop
8. Wipe computer tables
9. Vacuum all rugs nightly
10. Dust and sweep behind doors

Daily Restrooms:

1. Empty trash
2. Dust mop floor
3. Spray sinks down
4. Spray toilets
5. Spray urinals
6. Check soap and paper towel dispensers

7. Swab toilets and urinals out
8. Wipe mirrors, sink, under and around toilets
9. Wipe towel and soap dispensers
10. Wipe down stall partitions
11. Dampen floor with water, then wring out mop to dry mop it

Daily Halls:

1. Wipe down classroom door glass
2. Spray and clean water fountains
3. Dust mop about 9 pm getting close to wall

Daily Outside:

1. Lock doors and pick up cones

Daily: Main Office (after everyone has gone):

1. Empty trash and recycling – each office
2. Wipe down doors, countertops, and chairs – each office
3. Health room – wipe down everything and mop
4. Restroom – spray down sink and toilet daily
5. Wipe down under sink and toilet getting in corners
6. Wipe down sink in office
7. Replenish soap dispensers and paper towel dispensers
8. Dust mop, then wet mop floor in bathroom moving wheelchair and anything on floor
9. Scour sinks and toilets weekly
10. Mop floor in bathroom – make sure to mop behind doors, in corner, close to toilet, and under sink. Move things and scrub under them.
11. Vacuum – move chairs and trash cans and vacuum under those, vacuum under desks
12. Move everything back where it was
13. Make sure all of the offices are locked

Bi-Weekly:

Pink Phospho toilets

Weekly:

1. **Scour** classroom sinks
2. High dusting
3. Wet mop classroom floors where needed

Hallways:

1. Sweep daily
2. Scrub hallway weekly

Report any repairs or things to be taken down to head custodian.