

ROOM CLEANING INSPECTION CHECKLIST

TO: All Custodians

FROM: Pat Hayden
Facilities Supervisor

DATE:

RE: *SUMMER CLEAN UP CHECKLISTS*

All schools will post a “Tile Floor Preparation and Room Cleaning Checklist” on the door to each room.

These checklists are used to highlight tasks from the more comprehensive summer clean up memo.

The checklists will be filled out by the custodial staff as the various floor and cleaning tasks are completed. Be sure to fill in both sides of the form (see example).

The checklists will be saved by the custodial staff and stored in the custodial room of each school for review.

Any questions or comments, please contact me at #3427. Thank you for your attention and cooperation in completing the checklists.

SCHOOL: _____

ROOM NUMBER: _____

ROOM CLEANING INSPECTION CHECKLIST

Direction: Please initial and date any of the tasks you have completed in this room. Note floor cleaning and finishing is on the other side of this checklist.

Task	Initials	Date
1. Dust and clean ceiling		
2. Replace burned out light bulbs		
3. Put in work order for ballasts that need replacing		
4. Wash light covers/grates		
5. Wash and clean exhaust and intake vents – remove grates		
6. Dust and clean walls – wash as needed		
7. Clean blinds – take down and wash		
8. Wash and clean windows (inside/outside)		
9. Wash and clean screens		
10. Wash and clean black boards and chalk shelves		
11. Dust and wash tops of lockers and shelves		
12. Wash and clean sinks and counter tops		
13. Remove covers from heating units in odd numbered rooms		
14. Check air condition portable units – clean filters		
15. Vacuum heating units		
16. Change filters on all units as required		
17. Remove gum and graphite from floors, furniture, and walls		
18. Wash desks, tables, etc. thoroughly (top, bottom, inside)		
19. Check glides on desks and chairs. Replace worn glides		
20. Wash doors completely. (frame jams, top, sides, glass inside and out, hinges, knobs)		
21. Dust and wash as required hanging maps, corkboards and projection screens		
22. Dust and wash ledges and all horizontal surfaces		

LADDER SAFETY TIPS (Never use a damaged ladder)

1. Always face the ladder when working on same.
 2. Do not lean over the side of the ladder to over reach.
 3. Never stand above the third rung from the top.
 4. Do not allow more than one person on a ladder at a time unless designed for two people.
 5. Do not use a ladder if you are tired, dizzy, or fatigued.
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