**DAILY CLEANING WEEK OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CLASSROOM** | **M** | **T** | **W** | **TH** | **F** | Notes |
| ROOM NUMBER |  |  |  |  |  |  |
| Dust Horizontal Surfaces, TV & Computer |  |  |  |  |  |  |
| Empty Pencil Sharpener |  |  |  |  |  |  |
| Empty Wastebaskets |  |  |  |  |  |  |
| Whiteboards/Chalkboards Cleaned |  |  |  |  |  |  |
| Disinfect/Clean Desks & Tables |  |  |  |  |  |  |
| Vacuum Carpet |  |  |  |  |  |  |
| Sweep Floor (If no carpeting) |  |  |  |  |  |  |
| Disinfect/Clean Sink & Drinking Fountain |  |  |  |  |  |  |
| Clean Windows |  |  |  |  |  |  |
| Close/Lock Windows & Doors |  |  |  |  |  |  |
| Floors Mopped |  |  |  |  |  |  |
| Spot Clean Walls & Doors |  |  |  |  |  |  |
| Spot Clean Carpeting |  |  |  |  |  |  |
| Replace Burned Out Bulbs |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BATHROOM & LOCKEROOM** | **M** | **T** | **W** | **TH** | **F** | **Notes** |
| **AREA/ROOM NUMBER** |  |  |  |  |  |  |
| Sweep Floor |  |  |  |  |  |  |
| Clean Mirrors |  |  |  |  |  |  |
| Empty Wastebaskets |  |  |  |  |  |  |
| Disinfect/Clean Toilets/Seat & Urinals |  |  |  |  |  |  |
| Disinfect/Clean Sinks |  |  |  |  |  |  |
| Refill - Paper Towels, Toilet Paper & Soap |  |  |  |  |  |  |
| Disinfect/Clean Partitions |  |  |  |  |  |  |
| Disinfect/Clean All Chrome |  |  |  |  |  |  |
| Disinfect/Clean All Walls |  |  |  |  |  |  |
| Disinfect/Clean Floor with Mop |  |  |  |  |  |  |
| Replace Burned Out Bulbs |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ENTRYWAYS** | **M** | **T** | **W** | **TH** | **F** | Notes |
| AREA |  |  |  |  |  |  |
| Empty Trash Cans inside & outside |  |  |  |  |  |  |
| Sweep Floor |  |  |  |  |  |  |
| Sweep & Pick-Up Trash Outside  |  |  |  |  |  |  |
| Vacuum Floor |  |  |  |  |  |  |
| Disinfect/Clean Doors & Windows |  |  |  |  |  |  |
| Spot Clean Walls |  |  |  |  |  |  |
| Vacuum Rugs |  |  |  |  |  |  |
| Mop Area |  |  |  |  |  |  |
| Spot Clean Carpet |  |  |  |  |  |  |
| Clear Ice & Snow From Sidewalks |  |  |  |  |  |  |
| Lock or Unlock Doors |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HALLWAY** | **M** | **T** | **W** | **TH** | **F** | **Notes** |
| **AREA** |  |  |  |  |  |  |
| Sweep/Vacuum hallways |  |  |  |  |  |  |
| Spot Mop Halls |  |  |  |  |  |  |
| Auto Scrub Halls |  |  |  |  |  |  |
| Disinfect/Clean Drinking Fountains |  |  |  |  |  |  |
| Disinfect/Clean Doors & Glass |  |  |  |  |  |  |
| Spot Clean Walls & Lockers |  |  |  |  |  |  |
| Replace Burned Out Lights |  |  |  |  |  |  |
| Wax |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **POOL & FILTER ROOM** | **M** | **T** | **W** | **TH** | **F** | **Notes** |
| Empty Wastebaskets |  |  |  |  |  |  |
| Sweep Deck |  |  |  |  |  |  |
| Clean Whiteboard |  |  |  |  |  |  |
| Disinfect/Clean Deck with Mop or Auto Scrub |  |  |  |  |  |  |
| Spot Clean Walls |  |  |  |  |  |  |
| Disinfect/Clean Doors |  |  |  |  |  |  |
| Vacuum/Put Dolphin in Water |  |  |  |  |  |  |
| Check/Record Chemicals, Air & water Temps |  |  |  |  |  |  |
| Add Chemicals - Chlorine/CO2 |  |  |  |  |  |  |
| Clean Pool Pump Screen/Basket |  |  |  |  |  |  |
| Back Wash Filters |  |  |  |  |  |  |
| Fax Chemical Reading to Macomb County |  |  |  |  |  |  |
| Clean/Sweep Filter Room |  |  |  |  |  |  |
| Clean/Sweep Bleachers |  |  |  |  |  |  |
| Replace Burned Out Bulbs |  |  |  |  |  |  |