

## Non-School Board Facility User Room Cleaning Checklist

**Custodial Checklist (Cleaning)**

**Week of:** \_\_\_\_\_ - \_\_\_\_\_

The areas that facility user rent and the walking areas to these locations in the building should be cleaned after all facility users leave the building. Once all outside facility users have left the building, this list is to be used by custodial staff to check off all work performed. A new check list should be completed each day that a facility user has used the building.

<b>Rooms Used by Facility Users:</b>	<b>Yes</b>	<b>No</b>	<b>Initial</b>
Spray and wipe doors with disinfectant (exterior & interior)			
Spray and wipe door handle/knobs/push plate with disinfectant (exterior & interior)			
Spray and wipe light switches with disinfectant			
Dust and wipe down areas of high frequency human contact with disinfectants. These areas include desks, tables, chairs, electronic equipment (spray disinfectant on a towel and wipe, do not spray disinfectant directly on electronics), copiers, computer terminals, heater tops etc. Use overlapping strokes on these surfaces.			
Spray and disinfect A/C return vent			
Empty wastepaper basket then replace the plastic liner			
Sweep then mop floor with disinfection solution			
<b>Bathrooms Used by Facility Users:</b>			
Spray and wipe doors with disinfectant (exterior & interior)			
Spray and wipe door handle/knobs/push plate with disinfectant (exterior & interior)			
Spray and wipe light switches with disinfectant			
Check & replace, if necessary, supplies in bathrooms (toilet paper, towels, etc.)			
Dust off and use disinfecting solution on all bathroom faucets, sinks, counters toilet flush handles, toilet seats, toilet paper dispensers, urinals, urinal flush handles, walls, stalls, stall doors and handles (interior & exterior), hand drying paper dispensers, mirrors, etc.			
Sweep then mop floor with disinfection solution			
<b>Hallways Used by Facility Users:</b>			
Spray and wipe entry/exit doors with disinfectant (exterior & interior)			
Spray and wipe entry/exit door handle/knobs/push bars with disinfectant (exterior & interior)			
Spray and wipe light switches with disinfectant			
Dust off and use disinfecting solution on water fountain bowl/sink, water fountain dispenser handle, waterspout mechanism, etc.			
Empty wastepaper basket then replace the plastic liner			
Sweep then mop floor with disinfection solution			

**School:** \_\_\_\_\_

**Signature:** \_\_\_\_\_