

Educational Building Cleaning Checklist Template

GENERAL INFORMATION

Facility Name:

Week of:

Cleaner:

Supervisor:



ENTRANCES & EXITS

Task	Frequency	Completed
Sweep and mop entryway floors	Daily	
Clean and polish door glass	Daily	
Wipe door handles and push bars	Daily	
Remove debris or litter from entrances	Daily	
Sanitize handrails	Daily	
Dust and clean reception desk/sitting area furniture	Daily	
Clean wall fittings and light fixtures	Daily	
Empty trash bins and replace liners	Daily	
Deep clean entry rugs or mats	Weekly	
Power wash exterior steps or walkways (if needed)	Weekly	
Dust light fixtures, signage, and entry cameras	Weekly	
Check and clean exterior trash bins or smoking areas	Weekly	



CLASSROOMS & OFFICES

Task	Frequency	Completed
Dust and disinfect desks, chairs, and tables	Daily	
Empty trash and replace liners	Daily	
Sweep and mop floors or vacuum carpets	Daily	
Wipe door handles, light switches, and shared surfaces	Daily	
Clean whiteboards/chalkboards and trays	Daily	
Refill hand sanitizer and tissues	Daily	
Clean wall fittings and light fixtures	Daily	
Clean display screens, projectors, and computer systems	Daily	
Deep clean and disinfect all desks and chairs	Weekly	
Dust ceiling fans, vents, and light fixtures	Weekly	
Wipe walls, doors, and baseboards	Weekly	
Clean windows and window sills	Weekly	



Task	Frequency	Completed
Organize and sanitize shared supplies and cabinets	Weekly	
Vacuum under furniture and hard-to-reach areas	Weekly	



HALLWAYS & COMMON AREAS

Task	Frequency	Completed
Sweep and mop floors	Daily	
Vacuum rugs or mats	Daily	
Disinfect handrails, doorknobs, and light switches	Daily	
Empty and clean trash and recycling bins	Daily	
Clean interior glass doors and remove wall smudges	Daily	
Spot clean walls and lockers	Daily	
Buff or polish floors	Weekly	
Clean interior glass thoroughly	Weekly	
Dust signage, artwork, and display boards	Weekly	
Vacuum and spot-clean rugs or mats	Weekly	
Wipe down lockers or cubbies	Weekly	
Disinfect drinking fountains or water bottle refill stations	Weekly	



RESTROOMS

Task	Frequency	Completed
Disinfect toilets, urinals, sinks, and countertops	Daily	
Clean mirrors and partitions	Daily	
Refill soap, toilet paper, and paper towels	Daily	
Sweep and mop floors with disinfectant	Daily	
Empty and sanitize trash bins	Daily	
Wipe down stall doors and handles	Daily	
Check for leaks or plumbing issues	Daily	
Deep clean grout and tile	Weekly	
Clean faucets, sinks, and urinals thoroughly	Weekly	
Wipe down stall walls and doors thoroughly	Weekly	
Clean behind toilets and under sinks	Weekly	
Check for and report plumbing issues or mold	Weekly	



FOOD SERVICE AREAS

Task	Frequency	Completed
Wipe and sanitize tables and chairs after meals	Daily	
Sweep and mop floors	Daily	
Clean food prep surfaces and service lines	Daily	
Empty and clean trash bins	Daily	
Sanitize trays and wipe dispensers	Daily	
Refill soap and paper towels at sinks	Daily	
Deep clean chairs, table legs, and undersides	Weekly	
Scrub and sanitize floors, including corners and baseboards	Weekly	
Clean behind appliances and serving counters	Weekly	
Organize and wipe down pantry or storage shelves	Weekly	
Clean sinks and faucet fixtures	Weekly	
Disinfect all touchpoints (cabinets, vending machines)	Weekly	



LABS & SPECIALIZED CLASSROOMS

Task	Frequency	Completed
Wipe down workstations and equipment with disinfectant	Daily	
Sweep or vacuum floors	Daily	
Empty trash	Daily	
Sanitize shared devices (keyboards, computer mice, lab equipment)	Daily	
Check and restock cleaning/hygiene supplies	Daily	
Dust computers and electronic devices	Daily	
Deep clean and disinfect lab benches and workstations	Weekly	
Wipe down walls, cabinets, and storage areas	Weekly	
Clean and inspect shared tools/equipment thoroughly	Weekly	
Vacuum and mop under movable equipment	Weekly	
Dust and sanitize electronics (computer labs)	Weekly	



GYMNASIUMS & LOCKER ROOMS

Task	Frequency	Completed
Disinfect gym equipment and mats	Daily	
Mop floors with disinfectant	Daily	
Clean and disinfect locker handles and benches	Daily	
Wipe down shower and restroom areas	Daily	
Empty trash bins	Daily	
Refill soap and paper towels	Daily	
Deep clean showers, tile walls, and floors	Weekly	
Disinfect benches and lockers (inside and out)	Weekly	
Scrub rubber mats and sanitize all gym equipment	Weekly	
Clean mirrors and wipe down windows	Weekly	
Remove buildup in drains and sinks	Weekly	
Check ventilation systems for dust/mold	Weekly	



SUPPLIES & EQUIPMENT CHECKLIST

Task	Stocked	Need to Order
Disinfectant spray/solution		
All-purpose cleaner		
Glass cleaner		
Floor cleaner/polish		
Toilet bowl cleaner		
Paper towels		
Toilet paper		
Hand soap		
Hand sanitizer		
Trash bags (various sizes)		
Microfiber cloths		
Mops and buckets		



SUPPLIES & EQUIPMENT CHECKLIST

Task	Stocked	Need to Order
Brooms and dustpans		
Vacuum cleaner		
Gloves		



NOTES & ISSUES

Areas requiring attention:

Maintenance issues to report:

Supply shortages:



Cleaning staff signature:

Date:

SUPERVISOR SIGN-OFF

Date:

Name:

Signature:

Notes/comments:

