

**School Name**

**Website:**

**Phone:**

**Address:**

**Week Of:**

**Supervisor:**

https://www.schedulesbox.com/

**SCHOOL CLEANING SCHEDULE**

**Date:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Items** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Status** |
| **Cleaning student desks** |  |  |  |  |  |  |[ ]
| **Dusting files, shelves, copier, cabinets** |  |  |  |  |  |  |[ ]
| **Vacuuming classrooms and offices** |  |  |  |  |  |  |[ ]
| **Window ledges, heaters top** |  |  |  |  |  |  |[ ]
| **Bookcases, computer terminals** |  |  |  |  |  |  |[ ]
| **Cleaning classroom doors, doorknobs** |  |  |  |  |  |  |[ ]
| **Windows, lights, and switches** |  |  |  |  |  |  |[ ]
| **Emptying waste baskets** |  |  |  |  |  |  |[ ]
| **Bathroom skinks, urinals, toilets** |  |  |  |  |  |  |[ ]
| **Counter, walls, dispenser, mirrors** |  |  |  |  |  |  |[ ]
| **Floor mopping**  |  |  |  |  |  |  |[ ]
| **Cleaning entrance door windows** |  |  |  |  |  |  |[ ]
| **Replacing supplies in bath if needed** |  |  |  |  |  |  |[ ]
| **Sweeping all tile floors** |  |  |  |  |  |  |[ ]
| **Turning off all the lights** |  |  |  |  |  |  |[ ]
| **Vacuuming floors** |  |  |  |  |  |  |[ ]
| **Leave notes if supplies needed.** |  |  |  |  |  |  |[ ]
| **Set security alarm**  |  |  |  |  |  |  |[ ]