



School Cleaning Checklist

A School is a child's first stepping stone out in to the real world. A clean school is therefore a must to build a child physically and mentally fit and able. It falls upon the school authorities that cleanliness and hygiene within the school premises is given top most priority after educational curriculum. A school cleaning checklist helps in getting things done in an organized manner and faster. It also ensures that every space has been attended to.

Here is a school cleaning checklist that will help you planning out one for your own school. Remember to always use appropriate PPE when cleaning!

SCHOOL ADMINISTRATION OFFICES

This will include the Principal's Office, Vice Principal's Office, and School Office.

- Clean all visible surfaces
- Wipe and clean the glass surfaces and remove handprints
- Restack all books and other reading materials
- Keep away books on shelves
- Restack and restock stationaries on the tables
- Wipe clean the telephone and sanitize them
- Wipe and clean the windows and doors
- Vacuum clean the drapes and upholstery
- Dust and arrange the furniture
- Dust any planters, arrange flowers on desk
- Dust and clean the walls
- Dust and clean lights and fixtures, and other wall décor
- Polish and clean all metal trophies and other metal trimmings
- Remove cobwebs from corners and ceilings
- Check the air-conditioners
- Vacuum clean the carpet and rugs
- Empty trash and replace liners
- Sweep and mop the hard floor
- Replace paper utilities

SCHOOL HALLWAYS

- Remove cobwebs from ceiling and walls
- Wipe and clean walls

- Wipe and clean wall décor and wall fixtures
- Wipe the light and switch plates
- Polish and clean the trophies on display
- Clean the notice board and other display boards
- Dust and water the planters
- Vacuum clean the carpets and rugs
- Mop and clean the hard wood floor

SCHOOL CLASSROOMS

- Dust and clean the desks, chairs and all visible surfaces
- Wipe and clean the blackboard
- Clean the teacher's desk and chair
- Store away all strewn books and stationaries
- Rearrange the teacher's table
- Wipe and clean the cabinets
- Dust and clean the walls
- Wipe and clean windows and doors
- Clean the window tracks and blinds
- Clean the light and check for any fused bulbs
- Clean the switch plates
- Clean the display boards
- Clean and air the door mats
- Mop and clean the floor
- Empty trash and replace liner

SCHOOL BATHROOMS- THEY NOT ONLY NEED DAILY CLEANING BUT DISINFECTING TOO.

A school cleaning checklist should ideally cover all the school premises, but as it is not possible to cover all the area in daily cleaning regime, a thorough school cleaning should be kept for long class breaks.

- Clean the sink and faucet
- Clean the toilet bowl, inside, underside, rim and cover with powerful cleaners
- Follow up by disinfecting them
- Clean the booth doors and door knobs, sanitize them
- Refill soap dispensers
- Restock ever paper utility
- Wipe and clean the reachable surfaces of the wall
- Mop and clean the floor
- Empty trash and replace liners of the bins

SCHOOL GYM

- Clean and air any removable gym mats
- Clean gym equipment
- Wipe and clean the windows and doors
- Wipe and clean light, fixtures, switch plates
- Wipe and clean any display boards
- Wipe and clean the reachable surface of the walls
- Mop and clean the floor

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