

SCHOOL JANITORIAL CHECKLIST

Work activities for daily, weekly, monthly, quarterly & semi-annual cleaning



DAILY CLEANING

	M	TU	W	TH	F	OTH
Restrooms. Clean & sanitize faucets, dispensers, plumbing fixtures, tops & bottoms of toilet seats, urinals, toilets, pipes, & walls in the immediate area of washbasins. Spot clean toilet doors & partitions. Clean mirrors. Fill all soap, paper towel, & toilet paper dispensers & check to ensure proper operation. Clean & sanitize shower walls, partitions, & floors. Wet mop & sanitize floors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Receptacles. Empty all waste from receptacles into plastic bags & wipe receptacles clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors. Vacuum all rugs, carpets, floor matting, & rubber runners. Sweep or dust mop all tile, wood, & concrete floors. Remove dust & dirt deposits from underneath floor mats. Remove spots, gum, etc. Wet mop hard surfaced floors (except gym) including rubber runners. Dry mop gym floors with treated mop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking Fountains. Clean & sanitize all drinking fountains & polish exterior & hardware.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls. Remove marks, smudges & graffiti.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light Fixtures. Inspect all light fixtures, including exit lights, for operating condition. Replace all defective, flickering, or burned out lamps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits. Ensure that all exits are accessible. Sweep exterior landings & stairs. Remove snow & ice from landings, stairs & walkways as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janitor Closets. Clean floor as required for other hard surfaced floors. Clean & sanitize mop sinks & hardware. Remove trash. Store equipment & supplies in an orderly manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment. Keep mops, vacuums, carpet shampooers, buffers, etc. in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grounds. Remove litter from grounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEKLY CLEANING

	WK1	WK2	WK3	WK4	WK5
Floor Drains. Put a half gallon of water in each floor drain, bathrooms, air handler rooms, kitchen, wood & metal shop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockers. Damp clean lockers in halls and locker rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marker Boards. Clean all marker boards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gym Floor. Wet mop gym floor. Remove scuff marks, gum, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors. Clean all doors and casing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Electrical Rooms. Keep mechanical/electrical rooms clean and orderly. Do not store flammables in boiler rooms. Keep areas around boilers, air intakes, and electrical panels clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MONTHLY CLEANING

Windows. Clean all exterior windows on the inside. Clean all interior windows including display cases	<input type="checkbox"/>
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QUARTERLY CLEANING

Floors. Shampoo all carpets and rugs. Strip, wax & buff all hard surfaced floors.	<input type="checkbox"/>
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SEMI-ANNUAL CLEANING

Floors. Wet mop, wax & buff all hard surfaced floors. (Do not wax gym, ceramic tile, shop, or mechanical/electrical room floors except as directed.)	<input type="checkbox"/>
Light Fixtures. Dry wipe all light fixtures. EXTREME CAUTION SHOULD BE USED TO PREVENT ELECTRICAL SHOCK.	<input type="checkbox"/>
Waste Receptacles. Wash & sanitize all waste receptacles.	<input type="checkbox"/>
Ceilings. Clean acoustical tile ceilings	<input type="checkbox"/>
Windows. Clean all exterior windows on the outside. Wipe away all spills, drippings & stains.	<input type="checkbox"/>

NEED HELP COMMERCIAL CLEANING YOUR FACILITY? CALL JANI-KING TODAY!
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