

Classroom Cleaning Checklist

DAILY - less than 30 minutes

- Pick up waste and move to trash and recycling containers.
- Survey the room and make sure items are in their designated places.
- Wipe down student and teacher desks with LYSOL® Disinfecting Wipes.
- Wipe down hard nonporous surfaces with LYSOL® Disinfecting Wipes.
- Wipe doorknobs, light switches, pencil sharpeners, remote and sink faucets, and other common touch points with LYSOL® Disinfecting Wipes.
- Sweep floors.

WEEKLY - 45 minutes

- Unplug and clean keyboards.
- Clean touch points on devices.
- Dust hard surfaces.
- Order bookshelves and book baskets.
- Tidy teacher desk and work stations.
- Clean whiteboards and chalkboards.
- Scrub and dry classroom sinks.
- Wipe down teacher and student chairs with LYSOL® Disinfecting Wipes.
- Mop or vacuum floors.

MONTHLY - 45 minutes

- Wipe down and disinfect wastebaskets with LYSOL® Disinfecting Wipes.
- Wipe down nonporous cabinets and shelves with LYSOL® Disinfecting Wipes.
- Wipe down any classroom appliances or electronics.
- Toss expired perishables.
- Dust or clean blinds/window coverings.
- Dust ceiling fans and vents.

EVERY 3-6 MONTHS - 90 minutes

- Clean windows.
- Clean and descale coffee maker.
- Clean mini fridge and mini microwave.
- Clean baseboards and moldings.

YEARLY - 1 day

- Wash walls.
- Take all books out of shelves and clean shelving.
- Empty and clean inside of all desks.
- Empty and clean inside of all cabinets and cubbies.
- Wash window screens.



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