

Cleaning Checklist for Classroom Space



Areas to Be Cleaned/Disinfected	Custodian Initial
Classroom, Office Space, Media Center or Other	
High/Low dust all wall hanging, window ledge etc	
Disinfect Student and Teacher chairs top to bottom	
Remove all Tape, Name Tags and other on Desks and Tables	
Disinfect Tables and Student Desks top to bottom	
Disinfect Teacher desk and drawer faces	
Disinfect Teachers keyboard and mouse	
Disinfect Front Drawers of all File cabinets etc	
Disinfect All Counter Top Space	
Clean and Disinfect Trash Cans Inside and Out	
Disinfect Door surface/Knobs, Clean door glass	
Disinfect Telephone	
Disinfect Pencil Sharpener	
Disinfect Light Switch	
Disinfect Sink, Soap and Paper Towel Dispenser	
Clean Whiteboard or Chalkboard including tray	
Replenish any Paper or Soap Supply	
Vacuum all Floors and Rugs Wall to Wall	
Clean and Disinfect Floor Tile Areas	
Disinfect all Exposed Wall Areas 8 Foot High	
Work Accepted By Head Custodian:	
Name:	
Work Accepted By Area Supervisor Or Trainer:	
Name:	



**Cleaned
Disinfected**



Products Used to Disinfect this Area are Green Seal Certified or EPA Approved Disinfectant for COVID-19

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