



# CLASSROOM CLEANING CHECKLIST

## WEEKLY TASKS (FRIDAY AFTERNOON)

### STUDENTS

- WIPE DOWN DESKS AND CHAIRS
- ORGANIZE PERSONAL STORAGE AREAS
- CLEAN OUT DESK INTERIORS (IF APPLICABLE)

### TEACHER

- UPDATE BULLETIN BOARDS/DISPLAYS
- ORGANIZE TEACHER AREAS

### CUSTODIAL STAFF

- VACUUM/MOP FLOORS
- EMPTY TRASH AND RECYCLING
- DISINFECT HIGH-TOUCH SURFACES
- REFILL SOAP AND PAPER PRODUCTS