



CLASSROOM CLEANING CHECKLIST

MONTHLY TASKS (FIRST FRIDAY)

CLASS ACTIVITY

- REORGANIZE CLASSROOM LIBRARY
- CHECK EMERGENCY KITS

- SORT AND REFRESH SUPPLIES

TEACHER

- REVIEW AND ADJUST CLASSROOM LAYOUT IF NEEDED

- UPDATE JOB ASSIGNMENTS

CUSTODIAL STAFF

- DEEP CLEAN WINDOWS AND BLINDS

- DUST HARD-TO-REACH AREAS