

SCHOOL JANITORIAL CHECKLIST

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



DAILY CLEANING

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.

Waste Receptacles. Empty all waste from receptacles into plastic bags & wipe receptacles clean.

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.

Drinking Fountains. Clean & sanitize all drinking fountains & polish exterior & hardware.

Walls. Remove marks, smudges & graffiti.

Light Fixtures. Inspect all light fixtures, including exit lights, for operating condition. Replace all defective, flickering, or burned out lamps.

Exits. Ensure that all exits are accessible. Sweep exterior landings & stairs. Remove snow & ice from landings, stairs & walkways as required.

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.

Equipment. Keep mops, vacuums, carpet shampooers, buffers, etc. in good repair.

Grounds. Remove litter from grounds.

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WEEKLY CLEANING

Floor Drains. Put a half gallon of water in each floor drain, bathrooms, air handler rooms, kitchen, wood & metal shop.

Lockers. Damp clean lockers in halls and locker rooms.

Marker Boards. Clean all marker boards.

Gym Floor. Wet mop gym floor. Remove scuff marks, gum, etc.

Doors. Clean all doors and casing.

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.

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MONTHLY CLEANING

Windows. Clean all exterior windows on the inside. Clean all interior windows including display cases

QUARTERLY CLEANING

Floors. Shampoo all carpets and rugs. Strip, wax & buff all hard surfaced floors.

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.)

Light Fixtures. Dry wipe all light fixtures. EXTREME CAUTION SHOULD BE USED TO PREVENT ELECTRICAL SHOCK.

Waste Receptacles. Wash & sanitize all waste receptacles.

Ceilings. Clean acoustical tile ceilings

Windows. Clean all exterior windows on the outside. Wipe away all spills, drippings & stains.

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

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