

**Public Schools**  
**Summer Cleaning Checklist**  
**Classrooms/Offices**



**Room number or area:** \_\_\_\_\_

\* Check off items as they are completed \*

- Windows
  - Clean
  - Wash
  - Dust
  - Dust/clean window tracks
  
- Blinds
  - Dust
  - Wash
  
- Desks, Furniture & Counters
  - Wash
  - Scrape
  - Sanitize
  
- Dusting & High Dusting
  - Ledges
  - Cabinets
  - Doorways
  - Vents
  - Lights
  - T-V's, VCR, DVD, Etc.
  
- Wooden areas
  - Clean
  - Dust
  - Polish
  
- Clean
  - Vents
  - Lights
  - Walls
  - Vacuum main area
  - Edge vacuum
  - Dust mop
  - Remove all gum
  - Refinish/wax or shampoo carpet
  
- Set clock & replace battery if required

Team members who cleaned this room/area: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_