

## Classroom Cleaning Schedule

Order	Duties	Schedule
1	Dusting <ol style="list-style-type: none"> <li>1. Blinds</li> <li>2. Book Cases</li> <li>3. Window Seles</li> <li>4. File Cabinets</li> <li>5. Maps</li> <li>6. Clocks</li> </ol>	M-T-W-Th-F
2	Trash <ol style="list-style-type: none"> <li>1. Empty – including bag</li> <li>2. Replace bag with new bag- do not use the same</li> </ol>	M-T-W-Th-F
3	Clean Tables <ol style="list-style-type: none"> <li>1. Use disinfectant on entire table</li> </ol>	M-T-W-Th-F
4	Windows <ol style="list-style-type: none"> <li>1. Clean with window cleaner</li> <li>2. Clean every window- Wall window, Door windows</li> </ol>	T-Th
5	White Board Cleaning	When requested by teacher
6	Dust Mop <ol style="list-style-type: none"> <li>1. Dry mop the entire floor- main walkways, under tables, around and under teachers desk</li> </ol>	M-T-W-Th-F
7	Wet Mop- after Dust Mop <ol style="list-style-type: none"> <li>1. Wet mop the entire floor- main walkways, under tables, around and under teachers desk</li> </ol>	T-Th