

OFFICE CLEANING CHECKLIST



| Daily | Weekly | Monthly | Quarterly | Annually | INSPECTION | | |
|-------|--------|---------|-----------|----------|------------|------|------|
| | | | | | GOOD | FAIR | POOR |

OFFICES

| | | | | | | | | |
|--|---|---|---|---|---|--|--|--|
| Vacuum all carpeted flooring | ✓ | | | | | | | |
| Sweep and wash all hard surface flooring | ✓ | | | | | | | |
| Spot clean all interior glass | ✓ | | | | | | | |
| Clean and sanitize open desk surfaces | ✓ | | | | | | | |
| Clean and sanitize keyboard, mouse and telephone | ✓ | | | | | | | |
| Dust computer monitors | | ✓ | | | | | | |
| Spot clean walls | ✓ | | | | | | | |
| Clean and sanitize all touch points | ✓ | | | | | | | |
| Dust all horizontal surfaces, up to 6 ft | ✓ | | | | | | | |
| Dust all horizontal surfaces, up to 12 ft | | | ✓ | | | | | |
| Empty and reline waste receptacles | ✓ | | | | | | | |
| Spot clean receptacles inside and out | ✓ | | | | | | | |
| Recycle paper waste | ✓ | | | | | | | |
| Detail floor edges, corners and under desk | | ✓ | | | | | | |
| Vacuum all upholstered furniture | | | ✓ | | | | | |
| Dust all vertical surfaces | | | ✓ | | | | | |
| Dust window coverings | | | | ✓ | | | | |
| Detail topside and underneath of office chair mats | | | | ✓ | | | | |
| Detail all walls | | | | ✓ | | | | |
| Detail all glass | | | | ✓ | | | | |
| Detail between furniture and wall | | | | | ✓ | | | |

WASHROOMS

| | | | | | | | | |
|---|---|---|---|--|--|--|--|--|
| Sweep and wash all hard surface flooring | ✓ | | | | | | | |
| Clean and disinfect all toilets and urinals | ✓ | | | | | | | |
| Remove uric acid on porcelain | ✓ | | | | | | | |
| Clean and disinfect all sinks, faucets and counters | ✓ | | | | | | | |
| Remove all lime scale | ✓ | | | | | | | |
| Clean and disinfect all door handles and light switches | ✓ | | | | | | | |
| Clean all mirrors | ✓ | | | | | | | |
| Polish all bright work | ✓ | | | | | | | |
| Spot clean cabinetry and shelves | ✓ | | | | | | | |
| Spot clean all walls and partitions | ✓ | | | | | | | |
| Replenish all consumables | ✓ | | | | | | | |
| Spot clean all walls and partitions | ✓ | | | | | | | |
| Dust all horizontal surfaces, up to 6 ft | ✓ | | | | | | | |
| Dust all horizontal surfaces, up to 12 ft | | | ✓ | | | | | |
| Remove all graffiti from walls and partitions | ✓ | | | | | | | |
| Empty and reline waste receptacles | ✓ | | | | | | | |
| Clean and sanitize waste receptacles inside and out | ✓ | | | | | | | |
| Dust all ceiling air vents | | | ✓ | | | | | |
| Detail floor edges, corners and behind toilets | | ✓ | | | | | | |

Custodial Cleaning Checklist

Ensheng Dong

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

Custodial Cleaning Checklist:

Good School Maintenance Illinois Association of School Boards, Springfield, 1996 This manual published by the Illinois Association of School Boards was designed to be used as a teaching tool and reference source for overseeing effective school maintenance Section 1 describes the basics of good school maintenance including managing the program using computers controlling energy costs ensuring safe practices designing buildings for efficient maintenance and being informed about environmental issues Section 2 details guidelines for operating cleaning and general building services such as custodial operations area cleaning programs and equipment and supplies A custodian's glossary is included The third section provides guidelines for building maintenance specifically caring for the exterior and roof Procedures for maintaining school grounds are detailed in the fourth section The fifth section describes the maintenance of mechanical equipment including heating and air conditioning systems sanitary systems and fixtures sewage treatment plants and electrical systems A management tools appendix contains a list of environmental resources sections on cleaning and general building services grounds maintenance and mechanical equipment and annual inspection checklists LMI *Managing Housekeeping and Custodial Operations* Edwin B. Feldman, 1992 **School Custodian Training Manual** Norvil Lester George, 1961 The Principal as School Manager William L. Sharp, James K. Walter, 2003 Designed to teach the principal to become efficient and effective in accomplishing noninstructional roles this book offers advice on expectations and survival techniques to ensure the principal's longevity in the district Like the previous edition it provides a practical guide to practice and procedure in these vital areas This second edition has updated the chapter on law dealing with pertinent issues such as Internet usage drug testing off campus searches Other chapters include topics on the role of the assistant principal the importance of maintaining safe schools in a climate of violence the relationship between the principal and the superintendent Will be appropriate for graduate courses in the principalship educational administration educational leadership and personnel administration

Maintenance & Operations and the School Business Administrator School Business Officials Int'l, Association of, 2003-01-10 Every aspect of maintenance and operations is covered in this compilation of information packed articles from School Business Affairs Articles cover topics ranging from contracting out and the environment to energy and safety issues

Educational Facilities Planning C. Kenneth Tanner, Jeffery A. Lackney, 2006 This book includes a thorough conceptual framework with descriptions and how to applications of educational planning architectural design and research Serving as both a reference and textbook each of the 18 chapters includes exercises to expand traditional and computer assisted facilities planning and design activities The book is amenable to web assisted instruction and there are numerous citations from the Internet Each chapter provides a special reality based contribution to the educational facilities planning and design process Ideas are conveyed through comprehensive descriptions illustrations summaries and extended activities developed to increase understanding and emphasize the relevance of school planning and design in a regulated political climate The

reader is guided to visualize a broader context for educational planning and design where design principles are categorized according to building organization primary education shared school and community resources character of all spaces and site design and outdoor spaces **Buildings** ,1982 The Construction and Building Management Journal **Modern Sanitation and Building Maintenance** ,1954 **Creating the Customer-Driven Library** Jeannette Woodward,2005 Building libraries on the bookstore model **Housekeeping Postal Facilities** United States Postal Service,1983 *Office Building Safety and Health* Charles D. Reese,2004-06-11 Most workers spend the majority of their day in an office building environment Protecting office workers from safety health and security risks is a key task of many safety and health professionals particularly those responsible for the management of very large office complexes and high rise buildings This book provides a comprehensive look at *Elementary School Administration* Emery Stoops,Russell E. Johnson,1967 **School Progress** ,1973 **Park and Recreation Maintenance Management** Robert E. Sternloff,Roger Warren,1984 **Emergency Management for Facility and Property Managers** Richard Payant,2016-03-28 Understand Plan and Prepare for Emergencies and Disasters Develop and implement effective emergency management plans throughout your organization using the detailed information contained in this practical guide Emergency Management for Facility and Property Managers shows step by step how to minimize property damage reduce the risk of personal injury and ensure business continuity all while complying with the plethora of laws and regulations You will get up to date coverage of the many types of emergencies the elements of successful emergency management and employee and family preparedness Valuable appendixes contain helpful forms and checklists facility and property intelligence data and a complete sample emergency management plan Emergency Management for Facility and Property Managers covers Electrical Power Emergencies Elevators and Escalators Fire Protection Hazardous Materials and Spill Emergencies Indoor Air Quality Labor Strike Plans Storms and Weather Preparedness Natural Disasters Infectious Disease Emergencies Physical Security Control of Hazardous Energy Water Disruptions Workplace Violence Terrorism **Board of Contract Appeals decisions** ,1987 **Industrial Housekeeping** Edwin B. Feldman,1963 *School Plant Operation and Maintenance Programs in Florida Counties* Florida. State Dept. of Education,1959 Management of Park and Recreation Agencies Betty Van der Smissen,2005 **The Librarian's Facility Management Handbook** Carmine J. Trotta,Marcia Trotta,2001 New technology and aging buildings are making library facility management more complex and difficult than ever before Many librarians have inherited buildings that not only need to be retrofitted for today s technology but also require repair and replacement of basic systems The handbook was written by a Director and a professional facilities manager to provide the practical advice techniques and solutions library managers need to ensure that their facilities can function for their intended purposes Chapters cover planning and evaluating security and safety lighting climate control parking access costs and finances preventive maintenance and repairs record keeping contracts bidding specifications and much more An extensive glossary of

terms provides the language needed to communicate with facilities staff and contractors

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