Cleaning checklist for schools

GLS

Toilets

	M	T	W	T	F
☐ Bleach and clean toilets and urinals					
☐ Stock up toilet holders					
☐ Stock up hand towel and soap dispensers					
☐ Tiles and mirrors cleaned					
☐ Sinks cleaned					
☐ Wipe doors, door handles, hand dryer buttons and cubicle locks					
☐ Floor mopped					
☐ Bins emptied and replace bin bags					
☐ Bin bleached					

Kitchen and canteen areas

	M	T	W	T	F
☐ Bins emptied					
☐ Bins bleached					
☐ Floors mopped and vacuumed					
☐ Chairs and tabletops wiped down					
☐ All food preparation areas and equipment thoroughly cleaned					
☐ Windows and windowsills cleaned					
☐ Door and door handles cleaned					
☐ Food containers, trays and cutlery washed					
☐ Vending machine buttons wiped down					

Classroom

	M	T	W	T	F
☐ Doors and door handles cleaned					
☐ Desks and chairs wiped down					
☐ Floor cleaned vacuumed					
☐ Bins emptied and bin bags replaced					
☐ Shared supplies cleaned					
☐ Light switches and plug sockets cleaned					
☐ Skirting boards cleaned					
☐ Windows and windowsills cleaned					

Staff room and other offices

	M	T	W	T	F
☐ Doors, door handles and cabinets cleaned					
☐ Light switch, plugs, kettle and microwave cleaned					
☐ Computers, keyboards and mouse wiped down					
☐ Tables and chairs cleaned					
☐ Sink and kitchen top cleaned					
☐ Windows and windowsills cleaned					
☐ Mugs, cutlery and other food and drink utensils washed					
☐ Floor cleaned and vacuumed					

Cleaning checklist for schools

GLS

Hallways, entrances and the gym

	M	T	W	T	F
☐ Floor mopped and vacuumed					
☐ Door and door handles cleaned					
☐ Windows and windowsills cleaned					
☐ Benches or other seating areas wiped down					
☐ Sports equipment sanitised after use					
☐ Changing rooms thoroughly cleaned					

Supplies needed

- ☐ Toilet tissue
- ☐ Hand towels
- ☐ Hand sanitiser
- ☐ Hand soaps
- ☐ Blue roll
- ☐ Air freshener
- ☐ Floor cleaner
- ☐ Brushes and brooms
- ☐ Mop and bucket
- ☐ Multi-purpose cleaner
- ☐ Carpet cleaner
- ☐ Window and glass cleaner
- ☐ Wet wipes
- ☐ Washing up liquid
- ☐ Bin bags