

Lackland ISD Custodial Department

Cleaning Checklist

<u>Classrooms</u>	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Clean and Disinfect</b>					
Countertops					
Door Handles					
Face Shields					
Glass Windows					
Hand Sanitizer					
Light Switches					
Pencil Sharpeners (Empty)					
Storage Compartments					
Student Computers					
Students Chairs					
Students Desks					
Tabletops					
Teacher Chairs (if possible)					
Teachers Desks					
<b>Dust</b>					
<b>Refill All Dispensers</b>					
<b>Remove Trash/Replace Liners</b>					
<b>Turn Off Lights</b>					
<b>Vacuum/Sweep/Mop Floors</b>					
<b>Verify All Windows/Doors are Secure</b>					

Verified: \_\_\_\_\_ Date: \_\_\_\_\_