

SUMMER ROOM CLEANING CHECKLIST
LIGHTHOUSE EDUCATION CENTER

DATE: _____ **ROOM #** _____

CUSTODIAN NAME:

	Wash light fixture:	Wash lens, bulbs, inside of fixture check for broken ends and bad ballast.
	Sweep ceiling:	use a clean soft tip broom
	Sweep Walls:	Use a clean soft tip broom
	Dust all corners and baseboard	
	Wash all grills:	Intake, exhaust, speakers
	Wash all marks off walls.	
	Wash all cabinet and cubby holds.	
	Wipe all wood cabinets with furniture polish	
	Wash all counter tops.	
	Wash sinks, faucets, clean off all build up around base of faucets. If sink is stainless steel, polish with stainless steel cleaner.	
	Wash soap dispenser inside and out.	
	Wash hand towel dispenser inside and out.	
	Wash all chalk boards and trays.	
	Wash all windows.	
	Dust all mini blinds, wash if needed.	
	Wash all mirrors.	
	Wash all furniture:	chairs – back, seat, legs tables – top, under side of top, legs trash can – inside and outside

	Wash clock.
	Dust movie screen.
	Wash all switch, plug, call button covers.
	Scrub tile floor, refinish as needed. Clean carpet:
	If classroom has a restroom , Foam Clean & Scrub Floor. (Restroom renovation).
	Replace any damage ceiling tile.
	Check all cabinet doors for damage to latch and hinges.
	Glue all damaged carpet seams.
	Check and tighten all screws in door hinges, door opener, door knobs.

REPAIR NEEDED IN ROOM:
