

TUESDAY Cleaning Checklist

Updated 08/2021

❖ Bathroom cleaning supplies can be found under each bathroom sink. **Please use up current supplies before starting new containers.**

❖ Refill supplies (toilet paper, garbage bags, etc.) can be found in the white lockers around the corner from the Girl's Bathroom.

❖ Vacuum cleaners (and bags) can be found in the closet outside the Boy's Bathroom.
❖ Mops and brooms can be found in the Janitor's Closet outside the Girl's Bathroom.

Garbage

- Empty garbage **AND** recycling and replace garbage bags:
 - All classrooms
 - Bathrooms (**PLEASE include small containers in girl's bathroom stalls**)
 - Teacher's Work Room (where the copier is)
 - Lobby, Hallway, and Front Desk (Please don't forget the front desk)
 - Kitchen/Cafeteria

NOTE: Dumpsters are located behind the green fence to the left of the service garage. Please make sure that recycling items do **NOT** go in the garbage dumpster (or visa versa as we get fined for this).

Floors

- Sweep
 - Floor in lobby (including behind front desk)
 - Cafeteria & kitchen (before mopping)
- Vacuum
 - Hallways (only if they need it)
 - Teacher's Lounge (if it is needed)
 - Entry breezeway (this is particularly important during the winter)
 - Cafeteria and lobby runner rugs (particularly during the winter)
- Mop
 - Lunchroom and Kitchen (this is particularly important as these spaces see a lot of action and get quite dirty. There is a dedicated mop in the kitchen for this job.)
 - Lobby if needed (particularly during the winter)

NOTE: Bona mop tanks are REFILLABLE. Please do not discard them. Leave "empties" on the front desk. Please leave dirty pads on the utility sink.

Bathrooms

- Wipe down sinks/counters
- Check hand soap, refill if needed
- Check paper towels and toilet paper holders, refill as needed, leave extra toilet paper on toilet tank

❖ If we need any supplies or cleaning products, please let me know by checking off the needed item on the back of this checklist.
❖ If you encounter any repair needs (like a vacuum won't work or a toilet handle is broken), please email the school office (schooloffice@tbsvt.org) or write it on the back of this checklist.

Please sign and leave the completed checklist on the front desk so that you don't get charged.

Cleaning Supplies Needed

Last updated: 08/28/2020

Products We Use	Needed ✓
Windex, refill	
Windex, sprayers	(only if one breaks)
Toilet cleaner	
Toilet brush	(only if one breaks or gets "icky")
Pine Sol (all-purpose cleaner & disinfectant)	
Lysol Disinfectant	
Bona, refill	
Paper towel	
Trifold paper towel	
Toilet Paper	
Hand soap refill	

Maintenance issues:

Other notes for the Office: