

Daily & Weekly Classroom Cleaning Checklist

Daily classroom cleaning

- Clean chalkboards/dry erase boards, trays, and erasers
- Empty waste, including trash, recycling, and wall-mounted pencil sharpeners
- Spot-clean floors
- Spot clean vertical surfaces
- Check lights and relamp if needed
- Disinfect doorknobs and light switches

Comments:

Weekly classroom cleaning

- Dust horizontal surfaces
- Dust vents
- Clean floors (sweep, dust-mop, damp-mop, or vacuum, depending on floor type)
- Disinfect desks and tables

Comments:

Classroom project cleaning

- | | |
|---|---|
| <input type="checkbox"/> Windows and blinds | <input type="checkbox"/> Vents |
| <input type="checkbox"/> Walls | <input type="checkbox"/> Floor or carpet care |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Light fixtures |
| <input type="checkbox"/> Waste receptacles | |

Comments:

Use this checklist to guide consistent classroom cleaning. It organizes daily, weekly, and project tasks so teams can work efficiently, reduce germ spread, and keep spaces ready for learning.

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