

BACK-TO-SCHOOL CLEANING CHECKLIST

HEALTH

CLASSROOMS

- Deep clean floors (vacuuming, mopping, carpet cleaning)
- Wipe down desks, chairs & tables with disinfectant
- Clean & disinfect door handles, light switches & other high-touch areas
- Dust & clean windowsills, blinds & whiteboards
- Sanitize electronic devices (keyboards, tablets, projectors)

RESTROOMS

- Clean & disinfect toilets, sinks & mirrors
- Replenish soap, hand sanitizer & paper towels
- Disinfect door handles & light switches
- Clean floors & walls with appropriate cleaners

HALLWAYS & COMMON AREAS

- Sweep, mop & disinfect floors
- Clean lockers & cubbies inside & out
- Sanitize drinking fountains & water bottle stations
- Dust & clean light fixtures & vents

CAFETERIA & KITCHEN

- Deep clean floors, counters & tables
- Sanitize food preparation areas & equipment
- Clean & disinfect serving trays & utensils
- Empty trash bins & replace liners
- Ensure proper food storage & check expiration dates

ENTRYWAYS & EXTERIORS

- Clean & sanitize door handles & push bars
- Sweep & mop floors
- Power wash exterior walkways & entrances
- Maintain cleanliness of outdoor seating areas





SAFETY

BUILDING & EQUIPMENT SAFETY

- Inspect playground equipment for damage or wear
- Check HVAC systems for proper ventilation & air quality
- Ensure all exit signs & emergency lights are functioning
- Inspect & replace any damaged furniture or fixtures

EMERGENCY PREPAREDNESS

- Update emergency contact information for all students & staff
- Review & practice emergency drills (fire, lockdown, earthquake)
- Check & restock first aid kits in classrooms & offices
- Ensure all fire extinguishers are inspected & up to date



SECURITY MEASURES

- Test & update security cameras & alarm systems
- Ensure all entry doors are secure & in good working condition
- Review visitor protocols & sign-in procedures
- Implement ID badge systems for students & staff, if applicable

TRANSPORTATION SAFETY

- Inspect & clean school buses thoroughly
- Ensure bus drivers review safety procedures & routes
- Check & replace any damaged seat belts or bus equipment
- Review student pick-up & drop-off procedures for safety

COVID-19 PRECAUTIONS

- Ensure hand sanitizers are placed at entrances & key locations
- Post signs reminding students & staff to wash hands frequently
- Review & update cleaning protocols for high-touch surfaces
- Set up social distancing markers in common areas

