

**End of Year Classroom Cleaning**

<b>Classroom:</b>				
<b>Date</b>	<b>AREA</b>	<b>Cleaned</b>	<b>Sanitized</b>	<b>Initials</b>
	<b>CEILINGS</b>			
	Sweep down cobwebs and take down/wash curtains			
	Note any light bulbs that need replaced			
	Remove any tape, yarn, sticky tack, etc. hanging from ceiling			
	Vacuum intake and outtake vents			
	<b>WALLS</b>			
	Take everything off walls (except state postings)			
	Wipe down walls			
	Wash down doors			
	Check outlet covers			
	Remove any tape, staples, sticky tack, etc. from walls			
	<b>RESTROOMS</b>			
	Clean restroom walls (especially around toilet)			
	Clean toilet (inside and out)			
	Clean sinks and counters			
	Empty and wash trash cans			
	<b>CLASSROOM</b>			
	Clean shelving units with magic erasers			
	Wash tables (tops, sides, underneath)			
	Wash chairs (legs, back and underneath)			
	Return extra toys to storage area			
	Empty and wash trash cans			
	Straighten and/or clean toys/supplies on shelves: <ul style="list-style-type: none"> <li>• Blocks</li> <li>• Manipulative</li> <li>• Art</li> <li>• Math/Science</li> <li>• Sand/Water</li> <li>• Music/Movement</li> <li>• Language/Literacy</li> <li>• Computer</li> <li>• Dramatic Play</li> </ul>			
	Clean art easel and paint cups			
	Clean child coat boxes and lids			
	Clean cots (tops, sides and underneath)			
	<b>OTHER</b>			
	Sweep, vacuum and mop floors			
	Straighten outdoor equipment areas			
	Change bag in sweeper (if applicable)			
	Clean mop and bucket			
	Move all furniture onto tile area so carpets can be shampooed			
	Turn off computers			
Date:	Carpets cleaned every 6 months		Initials:	
Date:	Windows cleaned every 3 months		Initials:	

**Directions: Turn it to your supervisor after completion.**