

Elite Touch Education Building Checklist

Are you following these steps?

Classroom Cleaning

These items should be completed daily during cleaning

- Cleaned and sanitized all desktops
- Cleaned and sanitized doors, door glass, light switches, and phones
- Cleaned and sanitized all sinks and sink counters
- Cleaned the white/chalkboards and trays
- Emptied all trash cans
- Emptied pencil sharpeners
- Vacuumed and/or swept the floor

Restroom Cleaning

These items should be completed daily during cleaning

- Cleaned and sanitized walls
- Cleaned and sanitized sinks and sink counters
- Cleaned, sanitized, and buffed chrome fixtures
- Cleaned and sanitized all partitions
- Cleaned and sanitized toilets & urinals
- Cleaned and sanitized restroom floor

Additional Cleaning Items

These items should be completed twice per month

- Dust
- Comet sinks in restrooms to remove rings
- Remove glue and pencil marks from desks
- Polish chrome
- Disinfect cabinets and cubbies
- Spot mop

Seasonal Cleaning

These items should be completed seasonally

- Pressure wash exterior areas
- Clean windows
- Strip and Wax Floors
- Carpet Cleaning

