

SCHOOL & EDUCATIONAL FACILITY CLEANING CHECKLIST

High-Touch Surface Cleaning & Disinfection Log for K-12 and Higher Education

Instructions: Check off surfaces after cleaning. Record the date, time, product used, and staff initials. Clean high-traffic areas between class periods and at end of day.

School/Facility: _____

Date: _____ **Shift:** _____

Area	High-Touch Surface	Surface Type	Frequency	Products Used	Time	Done <input checked="" type="checkbox"/>	Initials
Classrooms	Desks, chairs	Plastic	Between classes & EOD				
	Door & cabinet handles	Metal	Between classes & EOD				
	Tablets/ Chromebooks	Electronics	Between classes & EOD				
Cafeterias	Tables, trays	Food-contact	Between lunch periods				
	Refrigerator handles	Stainless steel	Between lunch periods				
	Faucets, flush handles	Chrome	Every break & EOD				
	Stall locks, door handles	Metal/plastic	Every break & EOD				
Common Areas	Railings, door push bars	Metal	Mid-day & EOD				
	Lockers	Metal	Mid-day & EOD				
Libraries/ Computer Labs	Keyboards, mice	Electronics	Between classes				
	Table surfaces	Laminate	Between classes				

Deep Cleaning Schedule (Weekly Tasks):

Task	Shift	Time	Done <input checked="" type="checkbox"/>	Initials
Deep clean all desks & chairs				
Sanitize all electronics (keyboards, tablets, mice)				
Disinfect all door handles, push bars, railings				
Clean & sanitize water fountains				

Notes / Issues / Supply Needs:

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*This checklist is provided as a general guide for high-touch surface cleaning. The Cleaning Station assumes no responsibility or liability for any damages, injuries, or misuse of products resulting from the use of this checklist. It is the responsibility of the user to follow all manufacturer instructions, safety guidelines, and industry best practices when using cleaning products and equipment. Always test products on a small, inconspicuous area before full application.