

# CLEANING TRAINING CHECKLIST

## SCHOOLS & EDUCATIONAL FACILITIES

**HOW TO USE:** Fill in the "Products & Dilution" and "Frequency" columns with your facility's specific products and schedules. Use Pass/Fail criteria to train staff on quality standards. Staff should initial each area when complete.

Facility Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_ Shift: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Cleaning Area	Task Steps & PPE	Products & Dilution (Fill In)	Frequency (Fill In)	Pass/Fail Criteria	Initial
Classrooms	1. Disinfect desks & chairs 2. Clean whiteboard 3. Sanitize door handles 4. Spot sweep high-traffic areas <b>PPE:</b> Gloves	Disinfecting wipes: _____ Whiteboard cleaner: _____ All-purpose spray: _____	<input type="radio"/> Between classes: 15 min <input type="radio"/> Deep clean after school <input type="radio"/> Other: _____	<b>PASS:</b> All desks disinfected within 15 min, whiteboard clear, no floor debris <b>FAIL:</b> Missed desks, whiteboard residue, visible dirt	
Cafeteria	1. Sanitize tables (food-safe solution) 2. Wipe chairs 3. Clean trays & utensils 4. Mop floors 5. Restock condiments <b>PPE:</b> Gloves, non-slip shoes	Food-safe sanitizer: _____ (50-200 ppm) Degreaser: _____ Floor cleaner: _____	<input type="radio"/> Between lunch periods: 30 min <input type="radio"/> Deep clean after last lunch <input type="radio"/> Other: _____	<b>PASS:</b> Tables dry & sanitized, no food debris, condiments >75%, test strip 50-200 ppm <b>FAIL:</b> Sticky tables, floor debris, empty stations	
Restrooms (High-Traffic)	1. Rapid toilet/urinal cleaning 2. Polish fixtures 3. Clean mirrors 4. Mop floors 5. Restock paper & soap <b>PPE:</b> Gloves, safety glasses	Toilet disinfectant: _____ All-purpose cleaner: _____ Glass cleaner: _____ Odor control: _____	<input type="radio"/> 3x/day minimum <input type="radio"/> AM, lunch, PM <input type="radio"/> Spot check between <input type="radio"/> Other: _____	<b>PASS:</b> No odor, fixtures spotless, floors dry, soap >80%, paper stocked <b>FAIL:</b> Odor, water spots, empty dispensers	
Gym & Locker Rooms	1. Wipe equipment handles 2. Sanitize benches 3. Clean showers/stalls 4. Disinfect locker handles 5. Mop floors <b>PPE:</b> Gloves, non-slip shoes	Disinfecting wipes: _____ Shower/tile cleaner: _____ Floor disinfectant: _____ Deodorizer: _____	<input type="radio"/> Between PE classes <input type="radio"/> Deep clean EOD <input type="radio"/> Locker rooms 2x/day <input type="radio"/> Other: _____	<b>PASS:</b> Equipment dry, benches sanitized, no mildew smell, floors clean <b>FAIL:</b> Wet equipment, musty odor, standing water	
Hallways & Commons	1. Dust mop or sweep 2. Spot mop spills 3. Wipe handrails 4. Empty trash cans 5. Clean glass doors <b>PPE:</b> Gloves, safety vest if needed	Dust mop or broom: _____ All-purpose cleaner: _____ Glass cleaner: _____	<input type="radio"/> Sweep: 2x/day <input type="radio"/> Spot clean as needed <input type="radio"/> Deep mop after school <input type="radio"/> Other: _____	<b>PASS:</b> No debris, handrails clean, glass streak-free, trash <3/4 full <b>FAIL:</b> Visible debris, dirty handrails, overflowing trash	

# CLEANING TRAINING CHECKLIST OFFICE & CORPORATE SPACES (CONT.)

Cleaning Area	Task Steps & PPE	Products & Dilution (Fill In)	Frequency (Fill In)	Pass/Fail Criteria	Initial
Playground Equipment	1. Wipe slide/swing handles 2. Clean water fountains 3. Sanitize benches 4. Empty trash cans 5. Remove ground debris <b>PPE:</b> Gloves, sun protection	Outdoor-safe disinfectant: _____ Wipes: _____ Trash bags: _____	<input type="radio"/> Daily after recess <input type="radio"/> Fountains: 2x/day <input type="radio"/> Other: _____	<b>PASS:</b> Handles clean & dry, fountains sanitized, no trash overflow, debris removed <b>FAIL:</b> Sticky handles, dirty fountains, full trash	

## Supervisor Review

Areas Requiring Rework:

Coaching Notes:

Supervisor Signature: \_\_\_\_\_

Date/Time: \_\_\_\_\_