



## Education Cleaning Task Checklist

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- Empty all bins (in classrooms, lecture rooms, offices, amenities, hallways, lunchrooms, common areas, etc.)
- Refer to amenities cleaning checklist to see how toilets are cleaned
- Wipe clean all student desks (including the foldout desks in university lecture halls)
- Wipe clean lecturer's/teachers table or desk
- Wipe clean backs of all chairs
- Spot vacuum the seats if need be
- Wipe clean doors and handles
- Clean the glass windows and windowsills
- Vacuum the floors (including under the seats and desks)



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- Mop the floors (including under the seats and desks)
- Wipe clean any visible marks on walls
- Wipe clean any cabinets
- Refer to office cleaning checklist to see how office areas are cleaned
- Refer to staff breakout cleaning checklist to see how lunchrooms, kitchens, etc. are cleaned