

2021 - 22 SAU #39 Cleaning Frequency and Procedures for Classrooms, Office, Lounge, and Conference Rooms

Daily

Pick up large debris from flooring and sweep the floor

Empty waste receptacles and replace liners

Disinfect, check, and refill dispensers (soap, paper towels, tissue, sanitizer, etc.)

Disinfect all common touch points (Knobs, Switches, Handles, etc.)

Vacuum traffic patterns on carpets floors; remove gum and soil spots

Dust mop and wet mop tiled floors

Close and lock all exterior windows and doors

Weekly

Disinfect sinks, counters, and drinking fountains

Disinfect all desks, tables, and chairs

Clean glass in mirrors, doors, and partitions

Dust furniture surfaces, baseboards, dispensers, plants, etc. (low dusting, below 5 feet)

Empty pencil sharpeners

Vacuum upholstered furniture and carpeted areas thoroughly

Clean door surfaces

Twice Monthly

High dust vents, lights, pipes, doors, speakers, mirrors, window blinds, and connecting vertical and horizontal wall floors. (high dusting, above 5 feet)

Monthly

Restore floor finish on non-carpeted floors

Clean glass on interior side of windows