

Custodian Room/Area Cleaning Checklist

Teacher's Name _____ Room# _____ Gr. _____ Custodian Assigned _____

M	Tu	W	Th	F	Tasks Performed	Comments
					Sweep room/area	
					Mop room/area	
					Vacuum room/area	
					Check paper towels/tissue	
					Check soap dispenser	
					Empty trash	
					Clean trash can (when needed)	
					Dust area (blinds, window sills, book shelves, etc)	
					Clean up stains/spills	
					Check bathroom for flushing issues/spills	
					Other	