



PRIMARY AND SECONDARY SCHOOLS CLASSROOM CLEANING CHECKLIST



DISINFECT INDIVIDUAL DESKS



- Use a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe to disinfect each individual desk surface and high-touch areas (arm rests, chair backings, etc.).
- Disinfect classroom chairs, paying special attention to high-touch areas like arm rests.
- Clean and disinfect individual electronics (like computer monitors, keyboards, mice, etc.) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Wipe and polish all metal fixtures with **blue** glass cloth.

DISINFECT SHARED CLASSROOM SPACES



- Use a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe to disinfect centralized areas within the classroom, including bookshelf, toys and other hands-on learning equipment.
- Disinfect high-touch areas like light switches, drawer handles, door knobs, etc. using a spray bottle of disinfectant and a damp microfiber cloth to disinfect the surface.

DUST MOP AND WET MOP FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfiber 18" dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert students and teachers of wet floor to help prevent slips and falls.
- Use sterile, disposable wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Begin mopping at the opposite end of the door and use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.



DON'T FORGET

1. Clean visibly dirty surfaces with water and detergent prior to disinfecting.
2. Ensure proper dwell time is met and let air dry.

CARPET DISINFECTION



- Begin by plugging the vacuum cleaner into a centrally located outlet to increase productivity.
- Overlap strokes slightly until the entire area is vacuumed. Make sure to use vacuum accessories to aid in hard-to-reach areas.
- Apply spot cleaner directly to any stains and follow specific label instructions.
- Use a circular motion and apply spot cleaner outside the perimeter of the spot to avoid spreading of the spot.
- Allow time for the area to dry and then use a tapping brush and blot with a white towel to absorb the soil.
- Rinse the area thoroughly with clean water.
- Once the carpet has dried, use the vacuum to remove any remaining residue.
- Launder rugs and door mats regularly according to manufacturer instructions.

WHAT TO DO: BODILY FLUID EVENT (VOMIT OR DIARRHEA)



- Ensure the employee cleaning the area is utilizing appropriate PPE.
- Segregate the area that has been contaminated. Clean and disinfect the area, including floor, walls and any objects contaminated by the incident.
- Dispose of any equipment used to clean up the area.

WASTE DISPOSAL



- Dispose of waste and recycling as often as needed.
- Place new liner bag in the waste container.
- Disinfect waste disposal area and clean trash can regularly.



1820578



FG9C03060000



2007914



FG354060GRAY,
2032940, 1980602



FG750824,
FG750411, 2080802

TIP

The CDC recommends providing adequate supplies to support healthy hygiene behaviors in schools, including hand sanitizer and touch-free trash containers.¹ Ensure hand sanitizer stations are placed in visible locations and refilled regularly.

High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility.

¹Coronavirus Disease 2019 (COVID-19) Considerations for Schools, CDC, May 2020.



PRIMARY AND SECONDARY SCHOOLS COMMON AREA CLEANING CHECKLIST



DISINFECT ENTRYWAY AND LOBBY



Including keypads and speakers, doorway/entrance, door knobs, light switches, glass entryways, check-in desk, push plates, railings, etc.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Wipe and polish all metal fixtures with **blue** glass cloth.
- Ensure any benches and chairs are disinfected, paying special attention to high-touch areas like arm rests.
- Ensure hand sanitizer stations are available and refill as needed.

DISINFECT COMMON SPACES



Including door knobs, light switches, push plates, folders, railings, water fountain, HDMI cord plug-ins, etc.

- Regularly disinfect high-touch surfaces with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Ensure any tables, benches and chairs are disinfected, paying special attention to high-touch areas like arm rests.
- Clean and disinfect electronics (like copiers and monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Clean soft surfaces, such as carpeted floor, rugs and drapes, with soap and water or with cleaners appropriate for use on these surfaces. If possible, launder items according to manufacturer's instructions or use a disinfectant and a microfiber wipe to disinfect.

DISINFECT LOUNGE SEATING AREA



Disinfect seating area at the start of the day, in between each group of students or teachers, and again at the end of the day.

- Remove all items (salt and pepper shakers, napkin dispensers, centerpieces, etc.) from the table in order to fully clean the entire surface.
- Disinfect the lounge table using a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Disinfect all benches and chairs, paying special attention to high-touch areas like arm rests.



DON'T FORGET

- Clean visibly dirty surfaces with water and detergent prior to disinfecting.
- Ensure proper dwell time is met and let air dry.

DISINFECT LOUNGE HIGH-TOUCH AREAS



Including doorway, door knob, light switch, glass entryway, push plates, railings, countertop, sink, fixtures, etc.

- Regularly disinfect all high-touch areas with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Restock supplies at hand sink including disposable towels and soap.
- Ensure hand sanitizer station is available and refill as needed.

DISINFECT LIBRARY AREA



Including tables, chairs, bookshelves, keyboards and computer area.

- Regularly disinfect high-touch surfaces with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Ensure hand sanitizer stations are available and refill as needed.
- Clean and disinfect electronics (like copiers and monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Clean soft surfaces, such as carpeted floor, rugs and drapes, with soap and water or with cleaners appropriate for use on these surfaces. If possible, launder items according to manufacturer's instructions or use a disinfectant and a microfiber wipe to disinfect.

DUST MOP AND WET MOP FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfiber 18" dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert students and teachers of wet floor to help prevent slips and falls.
- Use sterile, disposable wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Begin mopping at the opposite end of the door and use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.



FGQ63000BL00



FGS55ETBKPL



FG9C03060000



FG637400BLA,
FG253100BLA



FG750824,
FG750411, 2080802

TIP

The CDC recommends providing adequate supplies to support healthy hygiene behaviors in schools, including hand sanitizer and touch-free trash containers.¹ Ensure hand sanitizer stations are placed in visible locations and refilled regularly.

High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility.

¹Coronavirus Disease 2019 (COVID-19) Considerations for Schools, CDC, May 2020.



PRIMARY AND SECONDARY SCHOOLS AUDITORIUM, STUDY AREA, & GYM CLEANING CHECKLIST

DISINFECT AUDITORIUM HIGH-TOUCH AREAS

Including doorway, door knob, light switch, glass entryways, water fountains and push plates.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.

DISINFECT AUDITORIUM

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Ensure tables, benches and chairs are disinfected, paying special attention to high-touch areas like arm and head rests.

DISINFECT STUDY AREA

Including tables, chairs, bookshelves, keyboards, and computer area.

- Regularly disinfect high-touch surfaces with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Clean soft surfaces, such as carpeted floor, rugs, and drapes, with soap and water, or with cleaners appropriate for use on these surfaces. If possible, launder items according to manufacturer's instructions or use a disinfectant and a microfiber wipe to disinfect.

DISINFECT LOCKER ROOM

Including doorway, door knob, light switch and locker handles.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Follow Restroom Cleaning checklist to disinfect restroom area.



DON'T FORGET

- Clean visibly dirty surfaces with water and detergent prior to disinfecting.
- Ensure proper dwell time is met and let air dry.

DISINFECT GYM AND COMMONLY USED EQUIPMENT

Including water fountains, mats, weight stations, sports balls and all equipment.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Launder any towels or clothing according to manufacturer instructions.
- Ensure hand sanitizer stations are available and refill as needed.
- Ensure pre-moistened wipes and cleaning equipment are re-stocked.

DUST MOP AND WET MOP FLOORS AND HALLWAYS

- Clean soft surfaces, such as carpeted floor, rugs, and drapes with soap and water, or with cleaners appropriate for use on these surfaces. If possible, launder items according to manufacturer's instructions or use a disinfectant and a microfiber wipe to disinfect.
- Check the floor for debris and use a scraper if needed before beginning.
- Use microfiber 18" dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert students and teachers of wet floor to help prevent slips and falls.
- Use sterile wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Begin mopping at the opposite end of the door and use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.



1820582



FG9C03060000



2025503



FG611200YEL



FG758088YEL

TIP

The CDC recommends providing adequate supplies to support healthy hygiene behaviors in schools, including hand sanitizer and touch-free trash containers.¹ Ensure hand sanitizer stations are placed in visible locations and refilled regularly.

High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility.

¹Coronavirus Disease 2019 (COVID-19) Considerations for Schools, CDC, May 2020.



PRIMARY AND SECONDARY SCHOOLS CAFETERIA CLEANING CHECKLIST



SANITIZE PREP AREAS



- Remove visible soils, spills and crumbs using a microfiber cloth and water with detergent.
- Rinse the surface with clean water to remove any detergent.
- Use a spray bottle of sanitizer and a damp microfiber cloth or disposable microfiber wipe to sanitize the surface. Let air dry.
- Clean and sanitize prep surfaces frequently, regularly changing out sanitizing water and microfiber cloths throughout the day.

SANITIZE SURFACE AREAS AND EQUIPMENT



Including cutting boards, stationary equipment, work tables and utensils, service equipment, flatware, door handles, cooler, freezer, access doors.

- Remove visible soils, spills and crumbs using a microfiber cloth and water with detergent.
- Rinse the surface with clean water to remove any detergent.
- Use a spray bottle of sanitizer and a damp microfiber cloth or disposable microfiber wipe to sanitize the surface. Let air dry.
- Clean and sanitize prep surfaces frequently, regularly changing out sanitizing water and microfiber cloths throughout each shift.

DISINFECT CAFETERIA TABLETOPS AND COMMON AREAS



Including doorway, door knob, light switch, glass entryways, railing, etc.

- Remove all products (salt and pepper shakers, napkin dispensers, centerpieces, etc.) from the table in order to fully clean the entire surface.
- Regularly clean each table surface and benches using soap and water, then use a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe to disinfect the surface.
- Dispose of waste daily or as often as needed.
- Place a new liner bag in the waste container and clean trash can regularly.



DON'T FORGET

- Clean visibly dirty surfaces with water and detergent prior to disinfecting.
- Ensure proper dwell time is met and let air dry.

DISINFECT CAFETERIA SERVING LINE



Including cashier station, protective screens and condiment stations.

- Regularly disinfect cafeteria line railing using a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Disinfect tray station holders and food trays.
- Ensure that paper products (like napkins) are replenished as needed at regular intervals.

DISINFECT SHARED APPLIANCES



- Regularly disinfect high-touch appliance surfaces using a damp microfiber cloth or disposable microfiber wipe.
- Coffee machine/water dispenser:** Wipe down all handles and surfaces.
- Microwave/toaster/etc.:** Wipe down all handles and surfaces, including both the inside and outside.
- Vending machine:** Wipe down glass and all touchpads.
- Coolers/refrigerators:** Wipe down all handles and glass.
- Ice machine:** Wipe down the exterior and all handles/touch points.
- Wipe and polish all metal fixtures with **blue** glass cloth.

DUST MOP AND WET MOP THE FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfiber 18" dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert students and teachers of wet floor to help prevent slips and falls.
- Use sterile wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Begin mopping at the opposite end of the door and use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.



TIP

The CDC recommends providing adequate supplies to support healthy hygiene behaviors in schools, including hand sanitizer and touch-free trash containers.¹ Ensure hand sanitizer stations are placed in visible locations and refilled regularly.

High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility.

¹Coronavirus Disease 2019 (COVID-19) Considerations for Schools, CDC, May 2020.



PRIMARY AND SECONDARY SCHOOLS RESTROOM CLEANING CHECKLIST



Follow the steps, in order below, to ensure that you move from the cleanest surfaces in the room to the dirtiest surfaces and from the top of the room to the bottom to help minimize cross-contamination.

Before starting, place a "Closed for Cleaning" sign in front of the restroom to reduce interruptions and ensure that the restroom can be fully cleaned.



DISINFECT SINK AND COUNTER



- Use damp **green** microfiber cloth for general cleaning, and a damp **blue** microfiber glass cleaning cloth for bright surfaces.
- Wipe top of sink and bowl, as well as the front of the counter with the **green** microfiber cloth.
- Wipe and polish faucet handles and all metal fixtures with **blue** glass cloth
- Clean the piping and all the exposed surfaces of the entire unit.

CLEAN MIRRORS



- Use damp **blue** microfiber glass cleaning cloth.
- Lightly wet cloth with water and clean mirror from top to bottom.
- Remove fingerprints, splash marks and smudges as needed.

DISINFECT TOILET BOWL AND SURFACE



- Pour a small quantity of bowl cleaner in the toilet bowl water of each toilet.
- Dip bowl brush into the bowl water, now mixed with bowl cleaner, and move it around all inside surfaces including under the rim of the bowl, allowing to stand for proper dwell time.
- Clean and polish the piping, flush handle, seat and bowl with a **yellow** microfiber bathroom cloth.

RESTOCK SUPPLIES AND WASTE DISPOSAL



- Restock supplies at hand sink including soap and sanitizer.
- Dispose of waste as often as needed.
- Place a new liner bag in the waste container.
- Disinfect waste disposal area and clean waste container regularly.

WHAT TO DO: BODILY FLUID EVENT (VOMIT OR DIARRHEA)



- Ensure the employee cleaning the area is utilizing appropriate PPE.
- Segregate the area that has been contaminated. Clean and disinfect the area, including floor, walls and any objects contaminated by the incident.
- Dispose of any equipment used to clean up the area.

DUST MOP AND WET MOP THE FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfiber 18" dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert associates of wet floor to help prevent slips and falls. Use sterile, disposable wet mop or freshly machine-laundered wet mop.
- Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Start mopping in the back corner of the restroom, using a "Figure 8" motion to prevent cross-contamination and keeping track of dirty and already-cleaned surfaces. Continue mopping backwards and out of the restroom door.
- Remove the used mop head after cleaning the restroom to avoid cross-contamination in other areas of the facility.



FG951600YEL



1820584



FGQ63000BL00



FG631000WHT,
FG631100WHT



1883458

TIP

Make sure to wear disposable gloves and ensure proper ventilation while cleaning and disinfecting any area within the facility.