Classroom Detail Cleaning

Frequency

Annual/Routine/As needed

Materials & Equipment

- All-purpose cleaner
- Glass cleaner
- Neutral disinfectant
- Restroom cleaner
- Microfiber cloth
- Magic Eraser if needed
- Squeegee
- Putty knife
- Gum remover
- High duster

Areas Where Applicable

All classrooms, labs, or offices on campus

Preparation of Equipment

Make sure to have a supply of clean microfiber cloths and a spray bottle of glass cleaner and disinfectant. Have a bucket of water with all-purpose cleaner diluted appropriately. (If cleaning a lab, use water on the table tops instead of all-purpose cleaner. This will prevent any possible reaction with leftover chemical residue.)

Procedure

1) Begin near the top of the room and work your way down to the floor. Use all-purpose cleaner unless otherwise noted.
2) Wipe the light fixtures including the light covers and inside the light fixture with glass cleaner. Change the bulbs if needed for light bulb replacement rotation.
3) High dust air diffusers and vents. Wipe down with cloth treated with all-purpose cleaner.
4) Wipe overhead projection screen, speakers, and mounting hardware.
5) Wipe chalkboards and whiteboards, including top edge and trays.
6) Wipe mini blinds.
7) Clean windows and door glass, including surrounding frame, with glass cleaner.
8) Wash doors, door framework, and door hardware. After door hardware is washed, wipe with disinfectant.
9) Wash cabinetry, shelving, and wall hangings.
10) Wipe computers (dry cloth), computer work stations and audio video carts (damp cloth). Do not clean monitor screen.
11) Wash countertops, sinks and backsplash areas. Disinfect faucet handles.
12) If there is mineral build up in sinks and faucet handles use restroom cleaner.

   NOTE: When cleaning lab sinks, make sure that you flush water through the sink surface and drain to prevent possible reaction from any leftover lab chemical residue.

13) Wash tables, desks, and chairs, including legs and pedestals. Remove gum from underneath; if needed, use gum remover. Replace broken leg levelers and glides.
14) Wash towel and soap dispensers inside and out. Restock if needed. Disinfect the turn handles on the towel dispensers.
15) Damp wipe power strips.
16) Gently shake computer keyboards to remove any dust or debris. Wipe down keyboard with a cloth treated with disinfectant.
17) Wash base boards.
18) Wash walls, columns and pillars. Pay close attention to areas around trash cans.
19) Empty trash cans and wash trash cans inside and out. Replace the trash bags.
20) Vacuum carpet or dry mop and wet mop hard floors.
21) Report necessary repairs to your supervisor.

Cleanup

Launder microfiber cloths and discard Magic Eraser if it becomes torn or soiled.

Safety & PPE Recommendations

PPE recommended includes hand and eye protection. Use caution when reaching high areas. Review Ladder Safety procedure.

Performance Standards

Room should be clean and sanitized.

Wash=wet cloth

Wipe=dry cloth