

# DAILY CLASSROOM MAINTENANCE

Ensure that the classroom is clean and safe



## Cleaning & Disinfecting Procedures

1. Remove clutter from surfaces in classroom.
2. Dust desks, vents, shelves, white boards, etc. Dust surfaces from top to bottom.
3. Deep clean classroom surfaces from top to bottom. Remove dirt and stains from walls, shelves, counters, desks, and chairs when necessary. Clean and unclog sink if applicable.
4. Clean and disinfect shared objects in classroom.
5. Spray/apply disinfectant solution to high-touch surfaces. Allow the solution to remain on these surfaces:
  - desks and chairs
  - door/cabinet handles
  - play areas
  - light switches
  - counters and community supplies
  - sink and sink faucets
6. Clean electronics with disinfectant cleaning wipes that are safe for electronics. Use wipes for iPads, computer monitors, keyboards, phones, interactive smart boards, etc.
7. Clean glass surfaces in classroom using glass cleaner. Clean door glass, windows, etc.
8. Replace/replenish soap, paper, tissues, and cleaning supplies in classroom.
9. Empty the pencil sharpeners.
10. Clean and wipe sink and fixtures.
11. Wipe clean the disinfectant solution from high-touch areas.
12. Empty trash cans and replace liners. Wash hands immediately after disposing waste.
13. Vacuum carpeted high traffic areas. Remove stains with a spot cleaner as needed.
14. Dust mop and wet mop floors with properly diluted disinfectant solution. Allow floor to dry.
15. Promptly dispose of cleaning cloths and wash towels used for cleaning in a timely manner.
16. Wash hands thoroughly and immediately when finished cleaning classroom.