

# Classrooms/Offices - Daily Maintenance

## PURPOSE:

To provide a clean and pleasant environment.

## REQUIRED SUPPLIES & EQUIPMENT:

- Supply of clean cloths
- Hand pads
- Mop bucket & wringer
- High dusting tool
- Hand pail
- Approved cleaning solution
- Disinfectant cleaner
- Spray all-purpose cleaner solution
- Plastic liners (bags)
- Dustpan & brush
- Wet mop handle and looped-end banded wet mop
- Dust mop
- Putty knife
- Blackboard/whiteboard cleaner
- Graffiti & vandal remover



## PROCEDURE #9:

- Dust furniture and fixtures – Use dust cloth and high dusting tool. Include all furniture, fixtures, desks and bookshelves.
- Clean black/whiteboards and brushes – Use a cleaning solution or a treated cloth. Use a brush cleaning machine or a vacuum to clean the brushes.
- Dust mop floor – Use a clean dust mop (Follow Procedure #2).
- Clean waste basket – Remove liner and dispose of in trash container on cart. Replace liner.
- Damp mop – Remove all supplies and equipment... Damp mop entire room.