

**SUMMER CLEANING ROOM CHECK LIST**

Room \_\_\_\_\_

Initial \_\_\_\_\_

**PHASE 1**

\_\_\_\_\_ Clear all furniture out of TV/AV corner \_\_\_\_\_

**PHASE 2** (TV & AV CORNER)

\_\_\_\_\_ High dust – tops of chalkboard, TV, VCR, Bracket Corners \_\_\_\_\_

\_\_\_\_\_ Dust ceiling air diffusers w/yellow dust cloth \_\_\_\_\_

\_\_\_\_\_ Clean Chalkboard/white boards/trays \_\_\_\_\_

\_\_\_\_\_ Spot clean walls & cove base \_\_\_\_\_

\_\_\_\_\_ Edge area & vacuum \_\_\_\_\_

**PHASE 3**

\_\_\_\_\_ Clean all furniture & put in TV corner \_\_\_\_\_

**PHASE 4** Rest of Classroom

\_\_\_\_\_ Hi-dust top of chalkboard, top of cupboards, corners \_\_\_\_\_

\_\_\_\_\_ Dust blinds, window ledges \_\_\_\_\_

\_\_\_\_\_ Dust rest of ceiling air diffusers \_\_\_\_\_

\_\_\_\_\_ Clean light lenses \_\_\_\_\_

\_\_\_\_\_ Blow out radiant heat vents, if applicable \_\_\_\_\_

\_\_\_\_\_ Clean chalkboards/whiteboard along with trays \_\_\_\_\_

\_\_\_\_\_ Spot clean walls \_\_\_\_\_

\_\_\_\_\_ Clean windows & frame, sill between window & screen \_\_\_\_\_

\_\_\_\_\_ Scrub sink, clean counter & dispensers, clean all cabinet \_\_\_\_\_

\_\_\_\_\_ doors under sink \_\_\_\_\_

\_\_\_\_\_ Kivac bathroom \_\_\_\_\_

\_\_\_\_\_ Clean both sides of doors & frames \_\_\_\_\_

\_\_\_\_\_ Pre-spray carpet/extract/use of carpet drier fans \_\_\_\_\_

\_\_\_\_\_ Sweep scrub floor (tile) \_\_\_\_\_

\_\_\_\_\_ Seal & finish \_\_\_\_\_

**PHASE 5** Complete Check List

\_\_\_\_\_ Check operation of PT/TP soap dish \_\_\_\_\_

\_\_\_\_\_ Check operation of blinds – raise/lower/open/close \_\_\_\_\_

\_\_\_\_\_ Check window operation – open/close/lock \_\_\_\_\_

\_\_\_\_\_ Check plumbing – aerator – P-trap, drinking fountain \_\_\_\_\_

\_\_\_\_\_ Adjust water pressure \_\_\_\_\_

Comments on repairs needed or completed:

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