

NAME: \_\_\_\_\_

## CLEANING INFORMATION FOR CLASSROOMS

**This form should serve as a guide for cleaning.**

All cleaning supplies will be found on the former bookstore ledge after May 13.  
Please return all cleaning supplies when you are finished so others can use them.

### 1. DESKS

- \_\_\_\_\_ --wash and dry tops and backs.
- \_\_\_\_\_ --all gum removed from under desktop, etc. Gum scrapers available with cleaning supplies.
- \_\_\_\_\_ --all markings off--especially around back.
- \_\_\_\_\_ --any that need repair, i.e. glides missing, screws loose or missing, etc mark clearly and put in front of room

### 2. WINDOWS

- \_\_\_\_\_ --make sure all **window shades** are clean and functioning.  
(If any need to be cleaned or repaired, LIST that on summer work order slip.)

### 3. WALLS

- \_\_\_\_\_ --remove any marks carefully (Fantastic works well).
- \_\_\_\_\_ --clean baseboards.
- \_\_\_\_\_ --report any walls that need attention on summer work order.

### 4. SHELVES

- \_\_\_\_\_ --clean and wash thoroughly.  
When books are returned and stored on shelves in classrooms, put books in **numeric order facing front**  
(we need this to file books turned in late and to find books for summer school students).
- \_\_\_\_\_ --do not leave anything on the top of window shelving . . . summer rains and construction dust will do damage.
- \_\_\_\_\_ --turn in any miscellaneous books, i.e., bibles, dictionaries, etc. to the office.

### 5. WHITE BOARDS

- \_\_\_\_\_ --clean thoroughly, especially tray and metal stripping around boards.

### 6. FIRE AND TORNADO SIGNS IN ROOM:

- \_\_\_\_\_ Please leave the current signs in place.
- \_\_\_\_\_ Any changes that need to be made to the signs should be emailed to Mr. Poulos.

### 7. MISCELLANEOUS

- \_\_\_\_\_ --clean clock, statue of Mary, Crucifix
- \_\_\_\_\_ --pull down and dust projection screen. Report if repair is needed on work order sheet.
- \_\_\_\_\_ --clean wastebasket and make sure it is marked with room number on bottom.
- \_\_\_\_\_ --roll flag and store in bookcase.

You are responsible for all the specifics in your area, such as labs, gym, files, storage, etc.

**PLEASE RETURN THIS FORM TO THE APPROPRIATE BOX IN CHRIS POULOS'S OFFICE BY TUESDAY AFTER MEMORIAL DAY OR WHEN YOU HAVE COMPLETED THE WORK IN THE ROOM.**