

**CLEANING INFORMATION FOR CLASSROOMS
May, 2021**

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). Nothing should be left on walls--posters, etc.
- _____ --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. BOARDS

- _____ --clean thoroughly, especially chalk tray and metal stripping around boards.
- _____ --clean erasers.

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. COMPUTER WORKSTATION

Do not assign this to a student.

- *Wipe down the wood with a damp cloth.
- ***Remove ALL items** from the workstation/podium except the computer / DVD / remotes.
- *Do **not** unplug any part of the workstation.
- *Workstations should be left open and connected.

- _____ --report any items needing repair, replacement. **Attach a note right to the equipment stating the condition and any problems.**

8. 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 JUNE 1, 2021 OR WHEN YOU HAVE COMPLETED THE WORK IN THE ROOM.

THANK YOU!

HAPPY SUMMER VACATION!