

DUE: May 29, 2018

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

**CLEANING INFORMATION FOR CLASSROOMS**  
**May, 2018**

**This form should serve as a guide for cleaning. The cleaning company does carpets and floors . . . we do the rest. Use detention students to assist you if you wish.**

All cleaning supplies will be found on the former bookstore ledge after May 14.  
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. **Cover them tightly.** Plastic garbage bags work well.  
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.
- \_\_\_\_\_ --remove all decorations; make sure all staples are out.

**6. BUCKET AND SPONGE**

- \_\_\_\_\_ Keep in room. Make sure both are marked.

**7. VACUUM CLEANER**

- \_\_\_\_\_ Clean out vacuum cleaner cupboard.
- \_\_\_\_\_ Keep vacuum cleaner in room.

**8. 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.

## 9. 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.**

## 10. 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  
May 29, 2018 OR WHEN YOU HAVE COMPLETED THE WORK IN THE ROOM.**

**THANK YOU!**

**HAPPY SUMMER VACATION!**