Daily Cleaning Checklist for Schools

A **daily cleaning checklist for schools** ensures a hygienic and safe environment for students and staff by systematically addressing all essential cleaning tasks. This checklist includes sanitation of classrooms, restrooms, hallways, and common areas to maintain cleanliness and prevent the spread of germs. Regular adherence improves overall school health standards and promotes a positive learning atmosphere.

Checklist

Area	Task	Completed
Classrooms	- Empty trash bins and replace liners - Wipe desks, chairs, and tables - Clean door handles and light switches - Sweep and mop floors - Sanitize high-touch surfaces	☐
Restrooms	- Clean and disinfect toilets, sinks, and faucets - Refill soap and paper towel dispensers - Wipe down mirrors and counters - Empty trash bins - Sweep and mop floors	☐
Hallways & Stairwells	- Sweep and mop floors - Wipe handrails and door handles - Remove debris or litter	☐
Common Areas (Library, Cafeteria, Gym)	- Wipe surfaces and tables - Empty trash & recycling bins - Sweep, vacuum, and mop floors - Sanitize high-contact points	☐
Entrances & Exits	- Clean glass doors and windows - Sweep entrance mats and area - Disinfect door handles	☐