

# Classroom Maintenance Checklist

Month/Year: \_\_\_\_\_ / \_\_\_\_\_

Dates:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Week 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Week 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Daily Tasks

<input type="checkbox"/> Sweep, mop, vacuum	<input type="checkbox"/> Sanitize/disinfect toys & materials
<input type="checkbox"/> Check mats/cots	<input type="checkbox"/> Sanitize bathroom surfaces
<input type="checkbox"/> Disinfect all touching points: <ul style="list-style-type: none"> <li>• Doorknobs</li> <li>• Light switches</li> </ul>	<input type="checkbox"/> Sanitize/disinfect surfaces: <ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> <li>• Tops of shelves</li> </ul>
<input type="checkbox"/> Lock all doors and windows	<input type="checkbox"/> Other (please specify):

## Weekly Tasks

<input type="checkbox"/> Clean/sanitize/disinfect cubbies	<input type="checkbox"/> Wipe down/disinfect sleeping cots
<input type="checkbox"/> Clear tops of teacher shelves	<input type="checkbox"/> Clean out refrigerator

## Tasks at the end of the month

<input type="checkbox"/> Organize storage areas	Other (please specify):
<input type="checkbox"/> Check drains for signs of leakage	
<input type="checkbox"/> Make sure that windows and doors are wiped and clean	

