

## STAFF CHECKLIST FOR ROOMS NOT CLEAN

DATE: \_\_\_\_\_

ROOM NUMBER: \_\_\_\_\_ STAFF NAME: \_\_\_\_\_

ROOMS/CLASSROOMS	
NOT DONE	DUTY
<input type="checkbox"/>	Garbage cans empty
<input type="checkbox"/>	Outside of garbage cans and lids wiped down
<input type="checkbox"/>	Replaced garbage bags
<input type="checkbox"/>	Tables, desks, chairs wiped down
<input type="checkbox"/>	Counter tops, cupboard doors wiped down
<input type="checkbox"/>	Fill soap and towel dispensers
<input type="checkbox"/>	Soap and towel dispensers wiped down
<input type="checkbox"/>	Clean sinks
<input type="checkbox"/>	Sweep and mop tile floors
<input type="checkbox"/>	Vacuum carpets

BATHROOMS IN CLASSROOMS	
NOT DONE	DUTY
<input type="checkbox"/>	Wipe down the entire toilets with Envy
<input type="checkbox"/>	Wipe down entire sinks with Envy
<input type="checkbox"/>	Fill Dispensers (soap, towels, toilet tissue)
<input type="checkbox"/>	Clean doors and mirrors
<input type="checkbox"/>	Spot clean walls

ANY OTHER CONCERNS, PLEASE EXPLAIN BELOW:

CUSTODIAL SUPERVISOR FOLLOW-UP/NOTES