

Lackland ISD Custodial Department

Cleaning Checklist

| <u>Offices</u> | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--------|---------|-----------|----------|--------|
| Clean and Disinfect | | | | | |
| Chairs | | | | | |
| Countertops | | | | | |
| Desks | | | | | |
| Door Handles | | | | | |
| Glass Windows | | | | | |
| Hand Sanitizer | | | | | |
| Light Switches | | | | | |
| Tabletops | | | | | |
| Dust | | | | | |
| Refill All Dispensers | | | | | |
| Remove Trash/Replace Liners | | | | | |
| Turn Off Lights | | | | | |
| Vacuum/Sweep/Mop Floors | | | | | |
| Verify All Windows/Doors are Secure | | | | | |
| | | | | | |

Verified: _____ Date: _____