

Classroom and Office Cleaning Log

For each day and job, please initial the appropriate column when completed

Daily	Week One					Week Two					Week Three					Week Four					Week Five				
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Sweep Floors																									
Mop Floors																									
Vacuum Classroom																									
Vacuum FA Office																									
Clean Bathrooms																									
Clean Sinks																									
Empty trash																									
Clean all tables																									
Other																									

Weekly	Week One					Week Two					Week Three					Week Four					Week Five				
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Vacuum behind & under furniture																									
Dust off computers																									
Dust all shelves																									
Dust window sills																									
Dust desks																									
Clean front door																									
Vacuum teacher room																									
Sanitize toys																									
Clean adult bathrooms																									
Monthly																									
Clean windows																									

Month _____

Center/ Director _____