

SCHOOL CLEANING CHECKLIST

A guide to keeping students safe from the spread of germs

During cold and flu season, schools play a critical role in protecting the health of students, teachers and staff. By choosing the right products and cleaning techniques, schools can create proactive cleaning plans that significantly reduce the spread of germs — ensuring a safe and healthy learning environment.



Cleaning vs Sanitizing vs Disinfecting

Understanding the differences is crucial for effective school hygiene management. Let's break it down:

CLEANING: Removes germs, dirt and impurities using soap and water, reducing their numbers and the risk of infection spread.

SANITIZING: Reduces germs on surfaces to a safe level, typically through cleaning or disinfecting to minimize infection spread.

DISINFECTING: Kills germs on surfaces using chemical agents, complementing cleaning efforts to further reduce infection spread.

CLASSROOMS



Desks & chairs: Disinfect desks and chairs daily.

Floors: Regularly clean carpets or porous tiles.

High-touch supplies & surfaces: Disinfect shared art supplies, whiteboards or interactive boards, doorknobs and light switches.

Trash: Empty trash bins and change liners daily.

Hygiene supplies: Ensure hand sanitizer, tissues and cleaning wipes are readily available.

GYM & AUDITORIUM



Floors: Clean and sanitize floors using a disinfectant cleanser.

Gym equipment: Sanitize gym equipment, such as weights, fitness machines, mats and other accessories.

High-touch surfaces: Disinfect doors, light fixtures, switch plates and walls near gym equipment.

Ventilation: Ensure proper ventilation to promote air circulation.

Athletic gear: Teach staff about sanitizing athletic gear after each use.

Supplies & maintenance: Refill soap dispensers, restock toilet paper and paper towels, and empty trash bins daily.

RESTROOMS



Toilets: Clean and disinfect the entire toilet bowl with a monthly application of a disinfectant germicidal cleanser.

Sinks & faucets: Clean and sanitize sinks, faucets and other fixtures.

Surfaces: Wipe and clean all reachable surfaces, such as stall walls, doors and doorknobs.

Floors: Mop floors and tiled surfaces with a disinfectant solution.

HALLWAYS & CORRIDORS



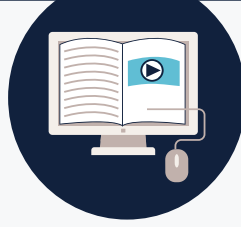
Drinking fountain: Clean and sanitize drinking fountains and consider installing touchless spigots for water bottles.

Floors: Mop and clean floors regularly, especially in high-traffic areas.

Lockers: Disinfect locker exteriors and door handles.

Hand hygiene stations: Install hand sanitizer stations for convenient access.

LIBRARY & MEDIA CENTER



Surfaces: Clean and sanitize tables, desks, chairs and computer stations.

Frequently touched electronic devices: Wipe down computers, tablets and keyboards with disinfectant wipes.

Bookshelves: Dust bookshelves and display racks.

Floors: Damp mop hard flooring and vacuum carpeting regularly.

CAFETERIA, KITCHEN & TEACHERS' LOUNGE



Food preparation: Clean and disinfect food preparation areas, such as countertops, sinks and appliances.

Tables & chairs: Clean and disinfect tables, chairs and other seating surfaces.

Appliances: Regularly clean and sanitize kitchen appliances.

Trash: Empty trash receptacles and change out liners daily.

Hygiene supplies: Ensure hand sanitizer, tissues and cleaning wipes are readily available.

SCHOOL BUS



High-touch surfaces: Disinfect seats, windows and handrails.

Floors: Ensure bus floors are regularly cleaned and sanitized.

Seat upholstery: Clean and disinfect seat upholstery regularly.

As we navigate through cold & flu season, it's crucial to prioritize using the right products for effective cleaning and promote proactive cleaning routines. To support your custodial staff and raise awareness about the significance of cleanliness and hygiene in schools, explore our [Clean Schools, Happy Schools program](#).

