



Daily Classroom Cleaning Checklist

Important Notes:

- Disinfectant spray to be used for daily cleaning.
- Only teachers should use disinfectant spray.
- Lysol/Clorox wipes should NOT be used for daily cleaning.
- Do not reuse bathroom/hallway passes or one pencil/pen for signout. Use paper passes or a different sign-out method (with containers for clean and used pencils/pens).

Task	✓
Beginning of Day	
Open windows 1"	
Wipe tables/desks with water (if desks/tables used for eating)	
Midday	
If applicable, spray toilet handles	
If applicable, spray all faucet handles	
Spray light switches	
Spray door knobs	
Spray desktops and chairs	
Spray any shared classroom equipment (i.e. stapler, pencil sharpener, pointer, writing utensils, erasers, markers, homework bins, etc.)	
End of Day	
Spray light switches	
Spray door knobs	
Spray desktops and chairs	
Spray manual pencil sharpener/Wipe electric pencil sharpeners	
Layout and spray used manipulatives	
Spray any shared classroom equipment (i.e. stapler, pencil sharpener, pointer, writing utensils, erasers, markers, homework bins, etc.)	
Close windows	

Handwashing to be completed before and after recess, snack time, and lunch. Hand sanitizer may be used if soap and water are not accessible.