

Summer Janitorial List

Week of May 23rd- Memorial Tour clean

- Unload trophies and clean shelf
- Dust all trophies
- Vacuum all rooms
- Sweep and wash hall floors
- Wash windows inside and out

Wash all Lost and Found and take to Mission Mall

Breakfast/Lunch Clean up-Daily

- Wipe tables
- Sweep
- Trash Out
- Pick up tables and wash floor

Maintain locker rooms and bathrooms(daily)

Clean Weight room-3 times a week or more if needed

Clean out all Sports Lockers

- Bag up all items
- Spray and wipe out
- Scrape all tape
- Dust tops

Clean out Bus Barn and Storage Barn

Week of May 30th Haul stuff to Lions Club Sale

June 1st empty out the 4 HS Rooms to be carpeted

2nd week in June move HS rooms back in after Carpet is in

Take all furniture out and Shampoo

- 7 Elementary rooms
- 5 HS rooms
- Preschool
- Speech Room
- Preschool Hall
- Blackmore office
- Office area
- Library
- Distance Learning

Clear room/Scrub floor/WAX

- Blue Tile
- Elem Science Room
- Kindergarten
- Art Room
- Biology Room
- HS Science Room

Art Room Redo

- Scrub Sinks
- Clean counters
- Table tops
- Clean Store Room
- Clean all cupboards inside/out
- Clean off table tops

Clean Windows inside/Out

Haul 3 classrooms desks out to storage

Mop and Scrub Bleachers

Clean/Organize Store Rooms

Restock extra paper products areas

Furniture swap and deep clean Superintendent furniture

Move furniture for Principals deep clean offices

Scrub wall by the Gate to Weight Room

Replace batteries in all toilets and sinks

Unload trucks as they come

3rd week in June- prepare gyms to be redone

Blow out and Clean under Bleachers

Clean all tape of the floor

Scrub edges/scrape gunk out of edges and corners

Mop and clean floor

Touch Up Paint

Elementary Door Frames

Poles in HS

HS Wooden Lockers

HS Door Frames

Kindergarten Door

Put together New Items coming in

Tables for Strands Classroom

Tables for 6th Grade Classroom

Tables for Mrs. Ellis

Tables for Mrs. Spaulding

Misc items coming in for staff

Deep Clean Coaches Rooms

Deep Clean all 6 locker rooms

- Scrub showers
- Take off shower heads and soak them
- Paint floors(JH)
- Repaint walls(JH)
- Scrub floors

Sweep and clean up stage

Clean ice room/organize/scrub floor

Clean closet in storage room

- Sweep/wash floor
- Clean off counters

Sweep and wash gym floor -3 times a week- depending on camps

Empty trash in gyms after all camps

Clean Concession stand

- Clean off counters
- Clean shelves
- sweep/mop

Speech Room Bathroom

- Toilet
- Sink
- sweep/mop floor

Prepare each room for school

- Clean all bugs and dirt out of lights
- Wipe every cupboard and shelf
- Scrub all marks of counters
- Clean every desk and chair top and underneath
- Tighten any screws in desks or tables that have loose legs

Wipe every locker(get all marks off)
Tighten any loose screws on locker hooks
Clean all marker boards and really scrub trays
Scrub tile area in front of doors in rooms
Scrub stainless steel sinks and polish

First week in August

Assist with any teacher needs
Give commons square a real deep scrub

Summer School Rooms-Daily

Vacuum or sweep
Trash
Wipe off tables/desks