

School Cleaning Checklist

A custodial inspection for K-12 schools: entrance and office, classrooms, washrooms, gym, cafeteria and corridors

Site _____ Date _____ Inspector _____

Main Entrance and Office

	Pass	Fail	N/A
Entry doors, push bars and glass free of hand marks at child height and adult height	☐	☐	☐
Walk-off mats vacuumed and lifted, grit removed from underneath	☐	☐	☐
Office counter, sign-in station and pen cup wiped	☐	☐	☐
Health room cot, pillow cover and counter cleaned and disinfected, bin emptied	☐	☐	☐
Visitor seating and display cases dusted	☐	☐	☐

Classrooms

	Pass	Fail	N/A
Student desk tops and chair backs wiped, no marker or glue residue	☐	☐	☐
Floor swept or vacuumed under desks and along the coat hooks	☐	☐	☐
Whiteboard trays and ledges clear of marker dust	☐	☐	☐
Classroom sink and drinking fountain wiped, no film or gum	☐	☐	☐
Shavings and paper scraps under the pencil sharpener cleared	☐	☐	☐
Door handles and light switches wiped	☐	☐	☐
Waste and recycling emptied, liners replaced	☐	☐	☐
Carpet reading area vacuumed, no crumbs from snack time	☐	☐	☐

Washrooms

	Pass	Fail	N/A
Toilets, urinals and the floor seam around each fixture clean	☐	☐	☐
Partitions and doors free of graffiti, anything new reported before removal	☐	☐	☐
Low sinks and child-height fixtures cleaned to the same standard as adult fixtures	☐	☐	☐

Soap, paper towel and toilet paper dispensers stocked	☐	☐	☐
Floor drains flushed, no odour at the door	☐	☐	☐
Mirrors and wall tile at splash height clean	☐	☐	☐

Gymnasium and Change Rooms

	Pass	Fail	N/A
Gym floor dust mopped, no grit left to scratch the finish	☐	☐	☐
Under the bleachers swept, wrappers and bottles cleared	☐	☐	☐
Change room benches, lockers and showers cleaned	☐	☐	☐
Mats and shared PE equipment wiped at the touch surfaces	☐	☐	☐
Drinking fountain in the gym corridor descaled	☐	☐	☐

Cafeteria

	Pass	Fail	N/A
Tables and bench seats wiped on top and along the underside edge, no dried food	☐	☐	☐
Floor swept and mopped under the tables, no spilled milk left to dry	☐	☐	☐
Garbage, compost and recycling stations emptied and wiped	☐	☐	☐
Walls spot-cleaned at table height	☐	☐	☐
Serving line sneeze guard wiped where it falls in custodial scope	☐	☐	☐

Corridors and Stairwells

	Pass	Fail	N/A
Corridor floors dust mopped and auto-scrubbed, no black heel marks	☐	☐	☐
Locker fronts wiped, locker tops free of dust	☐	☐	☐
Stair treads, nosings and handrails wiped full length	☐	☐	☐
Drinking fountains and bottle fillers clean	☐	☐	☐
Trophy cases and display glass free of hand marks	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Bodily fluid clean-ups, broken glass and sharps handled with the district's spill kit procedure	☐	☐	☐
Chemicals stored in the locked custodial closet, out of reach of students	☐	☐	☐

No ladder, cart or bucket left unattended in a student area during school hours	☐	☐	☐
Damage, vandalism, leaks and burned-out lights reported to the head custodian the same shift	☐	☐	☐
Previous inspection deficiencies verified as fixed before new items are logged	☐	☐	☐
Service recorded with date, time and the name of the custodian on shift	☐	☐	☐

Suggested frequency

Daily	Washrooms, classrooms, cafeteria after each lunch sitting, entrances, drinking fountains, high-touch points
Weekly	Corridor auto-scrub, gym floor damp mop, locker tops, desk and chair detail, interior glass
Monthly	High dusting, vents and diffusers, under the bleachers, stairwell detail
Seasonal	Flu and stomach bug season: a second touchpoint pass midday. Summer: strip and refinish hard floors, carpet extraction, empty and clean every classroom, windows

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