**CLEANING SCOPE –Education**

**Rough clean**

1. Remove all debris, including all classrooms.
2. Remove all adhesive and stickers from the interior glazing.
3. Ensure that all surfaces are free from residue.
4. Light scraping to remove any paint, drywall, and caulk.
5. Clean the interior window and door frames, removing dirt and debris.
6. Clean the basins and doors in the restrooms.
7. Sweep all floors.

**Final clean**

1. Clean the interior and exterior of all lockers and cabinets, including those in lobbies and libraries.
2. Clean all surfaces including countertops, shelving, and sills.
3. Vacuum all carpeted areas.
4. Sweep and wash all hard surface flooring, including in dining areas, kitchens, and gymnasiums.
5. Clean all mirrors and glass surfaces.
6. Clean all electrical plates.
7. Clean all sinks, faucets, and fixtures.
8. Clean an all interior and exterior light fixtures.
9. Clean all railings.
10. Remove all stickers and labels from fixtures, windows, and appliances.
11. High dusting of HVAC ducts, light fixtures, vents, walls, including inside freezers.
12. Wipe down all doors, frames, and door hardware, including the tops of doors for fingerprints.
13. Wipe down all fire alarm devices and access panels to ensure that they are dust-free and not blocking use during an emergency.
14. Wipe down marker boards, tack boards, and chalk boards.

**Fluff/puff clean**

1. Remove any remaining debris.
2. Dust all surfaces, including walls, baseboards, and any exposed fixtures or piping.
3. Polish countertops and sinks, leaving them sparkling.
4. Clean all flooring.