**MONTHLY CLEANING CHECKLIST**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Week 1 | | Week 2 | | Week 3 | | Week 4 | |
| **Area** | **Item** | **Frequency** | **Date Completed** | **Inspected** | **Date Completed** | **Inspected** | **Date Completed** | **Inspected** | **Date Completed** | **Inspected** |
| KITCHEN | *CABINETS* |  |  |  |  |  |  |  |  |  |
|  | Clean outside with Murphy's oil soap | every 2 weeks | **Monday** |  |  |  | **Monday** |  |  |  |
|  | Clean inside of Cabinets and wash all dishes not used regularly | monthly |  |  |  |  |  |  | **Monday** |  |
|  | *REFRIGERATORS -* Clean inside and outside | weekly | **Monday** |  | **Monday** |  | **Monday** |  | **Monday** |  |
|  | *COUNTERTOPS -* Clean with soft scrub | every 2 weeks |  |  | **Friday** |  |  |  | **Friday** |  |
| BATHROOMS | *FLOOR - clean w/ tile cleaner* | monthly |  |  |  |  |  |  | **Monday** |  |
|  | *CABINETS - Inside and Outside* | weekly | **Sunday** |  | **Sunday** |  | **Sunday** |  | **Sunday** |  |
| WALLS & WINDOWS | *WALLS -* Wipe top to bottom w/ clean wet cloth | monthly |  |  | **Monday** |  |  |  |  |  |
|  | *WINDOWS* |  |  |  |  |  |  |  |  |  |
|  | Inside (as needed) | weekly | **Monday** |  | **Monday** |  | **Monday** |  | **Monday** |  |
|  | Outside (screens removed) | monthly |  |  |  |  |  |  | **Monday** |  |
| DORMS | *DRAWERS/STORAGE BINS -* Inside and outside wiped with a clean cloth | 2 times/wk | **Tues/Fri** |  | **Tues/Fri** |  | **Tues/Fri** |  | **Tues/Fri** |  |
|  | *BEDS & DRESSERS* |  |  |  |  |  |  |  |  |  |
|  | Dusted behind and vacuumed underneath | weekly | **Sunday** |  | **Sunday** |  | **Sunday** |  | **Sunday** |  |
|  | Dusted under mattress | weekly | **Monday** |  | **Monday** |  | **Monday** |  | **Monday** |  |
|  | *ROOM* |  |  |  |  |  |  |  |  |  |
|  | Dusted | daily | **MTWHFSU** |  | **MTWHFSU** |  | **MTWHFSU** |  | **MTWHFSU** |  |
|  | *BLINDS - Wiped with wet clean cloth* | weekly | **Thursday** |  | **Thursday** |  | **Thursday** |  | **Thursday** |  |
| CONFERENCE RM | *TABLES - wood polished* | weekly | **Monday** |  | **Monday** |  | **Monday** |  | **Monday** |  |
|  | *FLOORS* |  |  |  |  |  |  |  |  |  |
|  | Dusted and swept | 2 times/wk | **Mon/Wed** |  | **Mon/Wed** |  | **Mon/Wed** |  | **Mon/Wed** |  |
|  | Mopped | weekly | **Friday** |  | **Friday** |  | **Friday** |  | **Friday** |  |
| FOYER | Mopped | weekly | **Friday** |  | **Friday** |  | **Friday** |  | **Friday** |  |
|  | Steps polished (2) | 2 times/wk | **Sun/Thurs** |  | **Sun/Thurs** |  | **Sun/Thurs** |  | **Sun/Thurs** |  |
|  | Steps vacuumed (2) | every 2 weeks |  |  | **Monday** |  |  |  | **Monday** |  |
| LAUNDRY ROOM | *CABINETS -* Cleaned inside and outside | monthly |  |  | **Monday** |  |  |  |  |  |
|  | *FLOORS* - clean w/ tile cleaner | monthly |  |  |  |  |  |  | **Monday** |  |
|  | *OTHER -* Vacuum behind washer and dryer | weekly | **Sat or Sun** |  |  |  | **Sat or Sun** |  |  |  |
| CEILING FANS | *UPSTAIRS - clean* | 3 times/wk | **Sun/Wed / Fri** |  | **Sun/Wed / Fri** |  | **Sun/Wed / Fri** |  | **Sun/Wed / Fri** |  |
|  | *DOWNSTAIRS - clean* | 2 times/wk | **Tues/Fri** |  | **Tues/Fri** |  | **Tues/Fri** |  | **Tues/Fri** |  |
|  | *GLOBES* - clean in all fans | monthly | **Monday** |  |  |  |  |  |  |  |
| TV ROOM | *TABLES -* clean w/ glass cleaner | 3 times/wk | **Mon/Wed / Fri** |  | **Mon/Wed / Fri** |  | **Mon/Wed / Fri** |  | **Mon/Wed / Fri** |  |
|  | *FIREPLACE - vacuum* | monthly |  |  |  |  |  |  | **Monday** |  |
|  | *TV* - Dust w/ proper cleaner | weekly | **Monday** |  | **Monday** |  | **Monday** |  | **Monday** |  |
|  | *OTHER -* Dust | daily | **MTWHFSU** |  | **MTWHFSU** |  | **MTWHFSU** |  | **MTWHFSU** |  |
| CLASSROOM/DINING | *TABLETOPS -* clean w/ soft scrub | every 2 weeks | **Monday** |  |  |  | **Monday** |  |  |  |
|  | *BLINDS -* Wiped with wet clean cloth | weekly | **Thursday** |  | **Thursday** |  | **Thursday** |  | **Thursday** |  |
|  | *OTHER* |  |  |  |  |  |  |  |  |  |
|  | Vacuum under couch cushions | every 2 weeks |  |  | **Monday** |  |  |  | **Monday** |  |
| CLASSROOM/DINING | Sweep behind couch and tables | 2 times/wk | **Mon/Wed** |  | **Mon/Wed** |  | **Mon/Wed** |  | **Mon/Wed** |  |
|  | Mop behind couch and tables | weekly | **Friday** |  | **Friday** |  | **Friday** |  | **Friday** |  |
| LINENS | *SHEETS -* Washed | weekly | **wash day** |  | **wash day** |  | **wash day** |  | **wash day** |  |
|  | *COMFORTER -* Washed | monthly | **wash day** |  |  |  |  |  |  |  |
|  | *BATHROOM RUGS -* Washed by student responsible for cleaning restroom | weekly | **wash day** |  | **wash day** |  | **wash day** |  | **wash day** |  |
| ADMIN OFFICE | Dust, sweep, mop | weekly | **Friday** |  | **Friday** |  | **Friday** |  | **Friday** |  |
| OTHER | *CARPETS -* Sprinkle w/ carpet fresh \* vacuum | 2 times/wk | **Sun/Thurs** |  | **Sun/Thurs** |  | **Sun/Thurs** |  | **Sun/Thurs** |  |