

**CUSTODIAL SERVICES SUMMER CLEANUP CHECKLISTS (MOP-F003)**

Sacramento City Unified School District  
Operations Support Services

**Summer Cleanup Duties/Work Instructions**  
**ROOM CLEANING INSPECTION CHECKLIST**

**School:** \_\_\_\_\_

**Room Number:** \_\_\_\_\_

Direction: Please initial and date any of the tasks you have completed in this room. Note floor cleaning and finishing is on the next page.

<b>TASK</b>	<b>INITIAL</b>	<b>DATE</b>
1. Dust and clean ceiling		
2. Replace burned out light bulbs		
3. Wash light covers/grates		
4. Put in work order for ballasts that need replacing, tag, mark and date fixture		
5. Dust and clean walls – wash as needed		
6. Clean blinds – take down and wash		
7. Wash and clean windows (inside/outside)		
8. Wash and clean screens		
9. Wash and clean chalkboards/whiteboards and rails		
10. Wash and clean sinks and counter tops		
11. Remove gum and graphite from floors, furniture, and walls		
12. Wash desks, chairs, tables, etc.thoroughly (top,bottom,inside)		
13. Check glides on desks and chairs. Replace worn glides		
14. Wash doors completely. (frame jams, top, sides glass inside and out, hinges, knobs)		
15. Dust and wash hanging maps and projection screens		
16. Dust and wash all ledges and surfaces		
17. Clean floors – see other page		
18. Vacuum carpet – use bonnet system if necessary		

**LADDER SAFETY TIPS (Never use a damaged ladder)**

1. Always face the ladders when working on one item.
2. Do not lean over the side of the ladder to over reach.
3. Never stand above the third rung from the top.
4. Do not allow more than one person on a ladder at a time unless designed for 2.
5. Do not use a ladder if you are tired, dizzy, or fatigued

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**FLOOR PREPARATION AND CLEANING CHECKLIST**

School \_\_\_\_\_

Room \_\_\_\_\_

Date Floor Stripped \_\_\_\_\_ Initial \_\_\_\_\_

Rinsed \_\_\_\_\_ Initial \_\_\_\_\_

Date Floor Sealed \_\_\_\_\_ Initial \_\_\_\_\_

Date Finish Applied \_\_\_\_\_ Initial \_\_\_\_\_

How Many Coats Applied \_\_\_\_\_ Initial \_\_\_\_\_

Date Furniture placed back into room \_\_\_\_\_ Initial \_\_\_\_\_

Date Completed \_\_\_\_\_

Draw a map below or on back of this paper, of how furniture was before taken out and is to be placed back: