



Swissvale Library and Senior Center SANITATION CHECKLIST

Use this checklist to establish and develop a daily cleaning and sanitizing routine.

Disinfect and Sanitize

- Light Switches
- Door Handles/Knobs
- Classroom Chairs
- Teacher and Student Desks
- Sinks and Countertops
- Water Fountains- classrooms/hallways

Check Dispensers in Classrooms

- Soap Dispensers
- Paper Towels
- Sinks

Classrooms/Offices

- Wipe/Disinfect desks, countertops, flat surfaces, dust
- Sweep floors
- Empty trash cans
- Straighten desks
- Spot mop

Rest/Bath Rooms

- Wipe/Sanitize Partitions/Handles
- Clean/Sanitize sinks, toilets, urinals
- Sweep Floors
- Empty Trash Cans
- Clean Mirrors
- Check Soap Dispensers, Toilet Paper, Fill as needed
- Mop Floors

Hallway

- Remove marks from walls
- Dust locker tops
- Dust hallway floors
- Mop/Spot Clean Halls
- Sweep/Mop Stairwells, Sanitize Door handles, Railings