

## Where Do Supplies Live?

### Utility Closet in Multipurpose Room

- Mop/Mop bucket
- Custodial sink
- Extra paper towels
- Extra toilet bowl cleaner
- Extra glass cleaner

### Entryway Bathroom Closet

- Extra Toilet Paper
- Tissues
- Trash Bags

### Front Hallway Closet

- Vacuum(s)
- Steam Mop
- Brooms/Dustpans
- Tools/Hardware

### Laundry Room

- Extra Disinfectant Spray
- Handsoap Refill Station
- Handtowels
- Microfiber Cleaning Cloths

## Cleaning Tasks

### Entryway/Foyer

- Clean glass doors
- Mop floors
- Wipe down walls as needed

### Front Hallway Bathroom

- Mop floors
- Clean mirrors
- Refill hand soap

### Office

- Clean bathroom with the cleaning caddy from the entryway bathroom. Please return when completed.
- Vacuum
- Take out trash/recycling if needed

### Hallways

- Vacuum
- Mop

### **Staff Workroom**

- Vacuum
- Take out trash/recycling if needed

### **Kindergarten Room**

- Mop floors, including bathrooms
- Clean bathroom mirrors
- Wipe down walls, light switches, door handles as needed
- Dust built-ins
- Take out trash/recycling if needed
- Refill hand soaps

### **Storm Shelter Bathrooms**

- Mop floors
- Take out trash if needed
- Refill hand soap

### **Multi-purpose Room**

- Vacuum
- Take out trash/recycling if needed

### **First/Second Grade Room**

- Mop floors, including bathroom
- Wipe down walls, light switches, door handles as needed
- Dust built-ins
- Take out trash/recycling if needed
- Refill hand soaps

### **3rd/4th Classroom**

- Mop floors including bathrooms
- Take out trash/recycling if needed
- Wipe down walls, light switches, door handles as needed
- Refill hand soaps

**Before leaving, double-check that all doors to the outside are properly closed, locked, and all lights are turned off.**

**Thank you so much for helping our school run smoothly!**