

	DAILY	WEEKLY	REMOVED	AS NEEDED/USED	SHARED CLEANING
Sinks/Countertops	X				
Restrooms	X				
Desks & Chairs	X			X	X
Carpets	x				
Rugs	X				
Extra Tables	X				
Cubbies		X			
Whiteboards		X			
Door Handles	X				
Phones	X				
Light Switches	X				
Thermostat Control	X				
Pencil Sharpeners	x				
Computers/Laptops				X	X
Trash	x				

	EVERY 2 HOURS	DAILY	WEEKLY	AS NEEDED/USED
Sinks/Faucets	X			
Countertops		X		
Toilets/Urinals	X			
Stall Doors	x			
Stall Partitions		X		
Door Handles	x			
Toilet paper/Paper towel Dispensers	x			
Support Bars	x			
Soap Dispensers	x			
Sanitary Napkin Bin	X			
Sanitary Napkin Dispensers	x			
Hand Dryer	X			

(continued)	EVERY 2 HOURS	DAILY	WEEKLY	AS NEEDED/USED
Mirrors		X		
Floors		X		
Drinking Fountains	X			
Lockers	X			
Trash				X
Table Tops	X			
Chairs	X			
Fire Doors		X		
Light Switches	X			
Building Alarm Pad		X		
Directional Signage				X

	HOURLY	DAILY	WEEKLY	AS NEEDED
Phones		X		
Desktops/Chairs		X		
Door Handles	X			X
Computers		X		
Table Surfaces		X		
Carpets/Rugs		X		
Plexi Shield		X		
File Cabinets				X
Sinks		X		
Paper Towel Dispenser		X		

	HOURLY		DAILY
Cafeteria	After use		
Gyms			X
Locker Rooms			X
Auditoriums	After use where applicable		
Library			X