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| **Area** | **Surface** | **Frequency Per**  **Day** | **Frequency**  **Per Week** | **Task** | **Who?** |
| Hallway | Floors - carpet | 1 | 4 | Spot Vacuum | Custodian |
| Hallway | Floors - carpet |  | 1 | Full Vacuum/Spot clean | Custodian |
| Hallway | Floors - hard surface | 1 | 4 | Sweep or Vacuum & Spot Mop | Custodian |
| Hallway | Floors - hard surface |  | 1 | Sweep or Vacuum & Full Mop | Custodian |
| Hallway | Drinking fountains | 1 | 5 | Clean & Disinfect | Custodian |
| Hallway | Drinking fountains | 1 | 5 | Clean & Disinfect | Custodian |
| Hallway | Light switches | 1 | 5 | Clean & Disinfect | Custodian |
| Hallway | Walls (high traffic areas - corners,etc.) | 2 | 5 | Clean & Disinfect | Custodian |
| Classrooms | Floors - carpet | 1 | 4 | Spot Vacuum | Custodian |
| Classrooms | Floors - carpet |  | 1 | Full Vacuum/Spot clean | Custodian |
| Classrooms | Floors - hard surface | 1 | 4 | Sweep or Vacuum & Spot Mop | Custodian |
| Classrooms | Floors - hard surface |  | 1 | Sweep or Vacuum & Full Mop | Custodian |
| Classrooms | Elementary Student Furniture - desks & chair  tops, sides | 1 | 5 | Disinfect | Teacher |
| Classrooms | Secondary Student Furniture - desks & chair tops, sides | Between each rotation of  students |  | Disinfect | Teacher |
| Classrooms | Sinks |  | 1 | Clean & Disinfect | Custodian |
| Classrooms | Faucets | 1 | 5 | Clean & Disinfect | Custodian |
| Classrooms | Counters |  | 1 | Clean & Disinfect | Custodian |
| Classrooms | Counters | As Needed |  | Disinfect | Teacher |
| Classrooms | Switches | 1 | 5 | Clean & Disinfect | Custodian |
| Classrooms | Staff Furniture - desks, chairs, file cabinets | As Needed |  | Disinfect | Teacher |
| Classrooms | Technology - computers, chrome books, pads,  carts, headphones | As Needed |  | Disinfect | Teacher |
| Classrooms | Classroom Materials - Legos, books, consumable  supplies, etc. | As Needed |  | Disinfect | Teacher |
| Office & Library | Staff Furniture - desks, chairs, filing cabinet | As Needed |  | Disinfect | Occupant |
| Office & Library | Floors - carpet | 1 | 4 | Spot Vacuum | Custodian |
| Office & Library | Floors - carpet |  | 1 | Full Vacuum/Spot clean | Custodian |

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| Office & Library | Floors - hard surface | 1 | 4 | Sweep or Vacuum & Spot Mop | Custodian |
| Office & Library | Floors - hard surface |  | 1 | Sweep or Vacuum & Full Mop | Custodian |
| Office & Library | Sinks |  | 1 | Clean & Disinfect | Custodian |
| Office & Library | Faucets | 1 | 5 | Clean & Disinfect | Custodian |
| Office & Library | Counters |  | 1 | Clean & Disinfect | Custodian |
| Office & Library | Switches | 1 | 5 | Clean & Disinfect | Custodian |
| Office & Library | Waiting Area Furniture - chairs, tables | 2 | 5 | Disinfect | Occupant |
| Office & Library | Technology - computers, chrome books, pads,  carts, headphones | As Needed |  | Disinfect | Occupant |
| Office & Library | Waiting Area Materials - Legos, books,  consumable supplies, aquariums, etc. | As Needed |  | Disinfect | Occupant |
| Kitchen | Floors | 1 | 5 | Sweep & Full Mop | Kitchen Staff |
| Kitchen | Garbage | 1 | 5 | Empty & Replace Liner | Kitchen Staff |
| Kitchen | Kitchen Equipment | Per Code |  |  | Kitchen Staff |
| Kitchen | Sinks | Per Code |  |  | Kitchen Staff |
| Kitchen | Counters | Per Code |  |  | Kitchen Staff |
| Kitchen | Carts | Per Code |  |  | Kitchen Staff |
| Cafeteria | Floors | 1 | 5 | Sweep & Spot Mop | Custodian |
| Cafeteria | Floors |  | 1 | Sweep & Full Mop | Custodian |
| Cafeteria | Tables | As Needed |  |  | Kitchen Staff |
| Cafeteria | Heavily - If used by students | As needed |  |  | Kitchen Staff |
| Cafeteria | Tray Return | As Needed |  |  | Kitchen Staff |
| Gym | Floors | 1 | 5 | Sweep & Spot Mop | Custodian |
| Gym | Floors |  | 1 | Sweep & Full Mop | Custodian |
| Gym | Bleachers | As Needed |  | Clean & Disinfect | Custodian |
| Gym | Drinking Fountains | 2 | 5 | Clean & Disinfect | Custodian |
| Gym | PE Equipment and Supplies - When in use | Between each  rotation of students |  | Disinfect | Teacher |
| Gym | Pads, Ropes, Pull-up Bars (Anything mounted to the building) - When in use | Between each  rotation of students |  | Disinfect | Teacher |

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| Locker Rooms - Secondary Schools | Floors | 1 | 5 | Clean & Disinfect | Custodian |
| Locker Rooms - Secondary Schools | Showers - When used | 1 | 5 | Clean & Disinfect | Custodian |
| Locker Rooms - Secondary Schools | Locker Benches | 1 | 5 | Clean & Disinfect | Custodian |
| Playground | Equipment | Before each rotation of  students |  | Disinfect | Playground Attendant |
| Restrooms | Fixtures (Toilets, Urinals, Sinks) | 2 | 5 | Clean & Disinfect | Custodian |
| Restrooms | Floors, Mirrors, Walls, Partitions | 1 | 5 | Clean & Disinfect | Custodian |
| Restrooms | Restock Dispensers - Soap, Paper towels, Toilet  Paper, Feminine Products | 1 | 5 | Stock | Custodian |
| Restrooms | Clean touchpoints - dispensers, partition touch  points, faucet handles | 2 | 5 | Clean & Disinfect | Custodian |
| Restrooms | Empty Garbage & Feminine Hygiene Disposal  Units | 1 | 5 | Empty & Replace Liner | Custodian |
| Touch Points | Door knobs, hand rails, handles, faucets, etc. | 2 | 5 | Clean & Disinfect | Custodian |
| Keyboards |  | As Needed |  | Disinfect | Owner |
| Phones |  | As Needed |  | Disinfect | Owner |
| Health Room & Sick Room | Furniture | Between each rotation of  students |  | Clean & Disinfect | Office Staff |
| Health Room &  Sick Room | Fixtures (Toilets, Urinals, Sinks) | 1 | 5 | Clean & Disinfect | Custodian |
| Health Room & Sick Room | Touch Points - Door, faucets, cabinet fronts, etc. | Between each rotation of  students |  | Clean & Disinfect | Office Staff |
| Health Room &  Sick Room | Floors | 1 | 5 | Sweep & Full Mop | Custodian |

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| Health Room &  Sick Room | Garbage Can | 1 | 5 | Empty & Replace Liner | Custodian |
| Staff Work Rooms | Copier | Before each use |  | Disinfect | User |
| Staff Work Rooms | Garbage | 1 | 5 | Empty & Replace Liner | Custodian |
| Staff Work Rooms | Recycling |  | 1 | Empty | Custodian |
| Staff Lounge | Table Tops | 1 | 5 | Clean & Disinfect | Custodian |
| Staff Lounge | Table Tops | As Needed |  | Disinfect | User |
| Staff Lounge | Furniture (other than tables) | As Needed |  |  | User |
| Staff Lounge | Appliances | As Needed |  |  | User/Owner |
| Staff Lounge | Floors - carpet | 1 | 4 | Spot Vacuum | Custodian |
| Staff Lounge | Floors - carpet |  | 1 | Vacuum & spot clean | Custodian |
| Staff Lounge | Floors - hard surface | 1 | 4 | Spot Sweep or Vacuum & Mop | Custodian |
| Staff Lounge | Floors - hard surface |  | 1 | Full Sweep or Vacuum & Mop | Custodian |
| Staff Lounge | Sinks |  | Upon  request | Clean & Disinfect | Custodian |
| Staff Lounge | Faucets | 1 | 5 | Clean & Disinfect | Custodian |
| Staff Lounge | Counters | As Needed |  | Clean & Disinfect | User |
| Staff Lounge | Switches | 1 | 5 | Clean & Disinfect | Custodian |
| Staff Lounge | Dishes, utensils, etc. | Should not be  left in lounge |  | Clean & Disinfect | User |
| CTE Classrooms | Garbage Only - Instructors & Students take care  of everything else | 1 | 5 | Empty & Replace Liner | Custodian |
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