



Cleaning Break-Down for MHS



Item	Frequency					Responsible Party	
	Daily	Weekly	Monthly	Upon Request	Annual	Crew	Site Custodian
Door knobs			x			x	x
Door surfaces			x			x	x
Sills and frames			x			x	x
Cabinet interiors				x			
Staplers				x			
Hole-punches				x			
Globes				x			
In/Out boxes/trays				x			
Wall maps				x			
Textbooks				x			
Class novels				x			
Wall clocks			x			x	x
Air vents			x			x	x
Carpets	x						x
Tile floors	x					x	x
Window handles			x			x	x
Window sills/frames			x			x	x
Filing cabinet knobs/drawer pulls			x			x	x
Filing cabinet exteriors			x			x	x
Filing cabinet interiors				x			
Counters			x			x	x
Faucets							
Sinks			x			x	x
Soap dispensers			x			x	x
Towel dispensers			x			x	x
Bookshelf surfaces			x			x	x
Bookshelf contents				x			
Classroom fans				x			
Student desk surfaces			x			x	x
Student seat surfaces			x			x	x
Student desk (under side)					x	x	x
Student seats (underside)					x	x	x
Pencil sharpeners			x			x	x
Blinds					x	x	x