

Cleaning Break-Rown for MHS



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