



Independent AB Authority	Footprints for Learning Society (Academy)
Document Number	Number HSE 6.1
Title	Staff and Student Daily Cleaning Checklist
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### **CLEANING AND MAINTENANCE OF SCHOOL**

FFLA considers the hygiene of the learning environment a priority. Together we can maintain a clean and orderly school. During the summer, windows, floors, and walls are cleaned by professional teams. During the year a janitor team cleans the entire school each evening. To help in this we need staff and students to contribute:

### **OVERALL**

1. Avoid taping items to glass surfaces.
2. Avoid stapling items to walls that have been freshly painted.
3. Maintain the Staff Room, the Office Storage Room, and the Gym Equipment Room.
4. Please do not store items in Stairwells.
5. Keep classrooms orderly for daily floor maintenance.
6. Keep lost and found area orderly.
7. Monitor student transitions before, after, and during the school day for hallway behaviour (e.g. damage to walls, ceiling tiles, door mechanisms, etc.)
8. When going out to the parks or for a walk, maintain respect for private property and garbage disposal.
9. When using bus for transport, maintain respect for property and garbage disposal.
10. When using community facilities during field trips, maintain respect for property and garbage disposal.
11. Promote recycling and monitor use of disposable items (e.g. paper cups).
12. Promote hand hygiene practices with school maintenance routines.
13. Return all laptops to carts after each usage in an orderly fashion with cord plugged in for charging.

### **WITH STUDENT HELPERS IN CLASSROOMS - DAILY**

1. Teacher desk tidied, sprayed and wiped clean.
2. Class tables or desks wiped.
3. Chairs wiped and stacked.
4. Recycling in recycling bag by classroom hallway door.
5. Garbage set outside in hallway for pickup.
6. Wash and clean classroom sink(s), faucets and counter.
7. De-clutter and organize classroom as needed.
8. Submit list on back of this form of required cleaning supplies,
9. Damage or maintenance required listed on Google Doc
10. Microwave cleaned.
11. Fridge cleaned.
12. Pick up large items left on floor and place on hall shelves.
13. Room keep overall tidy with garbage off floor and shelves organized.
14. Check that Emergency plans are posted and Emergency Extinguishers/Pulls are clear of obstruction.

### **AS STAFF FOR HALLWAYS AND WASHROOMS - DAILY**

1. Check washrooms for: Flushed toilets, drained sinks, toilet tissue, paper towels, - AND CLEANLINESS. Report problems immediately - using Fire Map Classroom Numbers.
2. Locker or cubby areas tidy while monitoring for food disposal regularly.
3. Place lost and found items in back east hall.