



Teaching Assistant's Cleaning Checklist

Classroom:

- ✓ Vacuum.
- ✓ Take out trash.
- ✓ Clean tables and shelves.
- ✓ Wipe down trash cans from any spills.
- ✓ Dust.
- ✓ Clean glass doors.
- ✓ Clean bathroom (if applicable).
- ✓ Replenish used supplies.

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Art Area

- ✓ Vacuum.
- ✓ Take out trash.
- ✓ Clean tables and shelves.
- ✓ Replenish used supplies.
- ✓ Clean sink.
- ✓ Wash dishes, if any.
- ✓ Clean stove top as needed.
- ✓ Wipe off refrigerator doors as needed.



Clean-up Crew's Checklist

Bathrooms:

- ✓ Clean sinks and counter tops.
- ✓ Dust.
- ✓ Take out trash (Large can and smaller cans in stalls)
- ✓ Sweep and mop floors.
- ✓ Clean mirrors.
- ✓ Replenish toilet paper/paper towels/Kleenex.

Clean-up Crew's Checklist

Hallways:

- ✓ Vacuum.
- ✓ Clean water fountain.
- ✓ Clean glass on front of fish tank, if needed.
- ✓ Tidy table next to fish tank.
- ✓ Empty trash cans.
- ✓ Sweep off porch and sidewalk.