



MEMORIAL COMPOSITE HIGH SCHOOL

Enhanced Cleaning Protocol – Classroom Surface Checklist

Cleaning and disinfecting expectations are now increased for the safety of all staff and students in our schools and facilities during the COVID-19 Pandemic.

Keeping our spaces clean is a shared responsibility. Please attend to this chart daily.

Item to be cleaned or disinfected	Staff Member:		Room:		
	Week of:				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Area door handles and/or knobs	Time:	Time:	Time:	Time:	Time:
Indoor:	Time:	Time:	Time:	Time:	Time:
Indoor:	Time:	Time:	Time:	Time:	Time:
Outdoor:	Time:	Time:	Time:	Time:	Time:
Common area switches (once on, leave on):	Time:	Time:	Time:	Time:	Time:
Shared electronics (ie. printers, keyboards):	Time:	Time:	Time:	Time:	Time:
Telephone	Time:	Time:	Time:	Time:	Time:
Instructional resources (classroom)	Time:	Time:	Time:	Time:	Time:
Chairs	Time:	Time:	Time:	Time:	Time:
Tables / Desks (always between cohorts)	Time:	Time:	Time:	Time:	Time:
Physical education equipment	Time:	Time:	Time:	Time:	Time:
Lockers (in classroom) or cubbies	Time:	Time:	Time:	Time:	Time:
High touch wall areas or other surfaces	Time:	Time:	Time:	Time:	Time:
Other:	Time:	Time:	Time:	Time:	Time:

INITIAL:					
-----------------	--	--	--	--	--

NOTES:

- It is not intended that each of these tasks is done each day. The intent of this checklist is to note what cleaning has been done when by any staff member.
- As cleaning instructional spaces is a shared responsibility, it is appropriate for a staff member to enlist students to assist ensuring that appropriate procedures are followed and sanitation is maintained.
- Please place this sheet in the acrylic literature holder affixed to your classroom wall each Friday for custodial staff to collect.