

# Cleaning Routine

## **Daily Routines**

### *Restrooms*

- Scrub toilets and urinals, cleaning all ceramic surfaces, pumping hardware and toilet seats.
- Scrub and clean all sinks.
- Clean mirrors.
- Fill all soap, paper towel and toilet paper dispensers.
- Wipe down all walls immediately surrounding toilets, urinals and sinks.
- Mop floor, using a proper disinfecting chemical.
- Wipe down restroom doors on both sides.
- Make visual check of all lighting, plumbing, and other fixtures to make sure that the area is left in a safe operating order. Report any malfunctions to the Club Director.

### *Hallways and Stairs*

- Wipe down all walls containing fingerprints, etc.
- Wet mop all floors, if necessary, otherwise go over all floor surfaces with a treated mop.
- Empty all wastebaskets.
- Wipe down all adjoining doors and hardware fixtures.
- Clean all glass with appropriate glass cleaner.
- Wipe down all handrails and other rail parts with a damp cloth.
- Visually inspect all light fixtures, door locks, etc. for damage or malfunction. Report any malfunction to Club Director.
- Director.

### *Meeting Rooms, Games Room, Learning Center, Library*

- Wash down all tabletops and adjoining table side rails, etc.
- Wipe all chairs and window sills.
- Check and wipe all window blinds as necessary.
- Empty all waste baskets and clean interior and exterior of basket.
- Wet mop or vacuum floor.
- Remove any hand prints from walls and windows.
- Visually inspect all light and door fixtures and report any malfunction to Club Director.
- If applicable, lock the door as you exit from the room.

### *Arts and Crafts and/or Shop*

- Dust all tables and equipment.
- Dust window sills and other work areas.
- Clean sinks.
- Empty all waste baskets.
- Mop all floors with treated mops.
- Remove build-up from tables, i.e. paint, glue.
- Visually check all equipment, fixtures, etc. for safety. Report any malfunctions to the Club Director.
- Lock all doors, if applicable, when leaving.

*Offices*

- Dust all file cabinets and other equipment items.
- Wipe down all desk tops or other work area surfaces.
- Empty and clean all waste baskets.
- Vacuum entire carpeted area.
- Wipe down all doors and hardware.
- Clean all office glass other than windows.
- Visually inspect all light, door, and other adjoining fixtures. Report any malfunctions to the Club Director.

*Gymnasium*

- Clean drinking fountain.
- Wipe finger and ball prints off the wall surfaces.
- Mop floor and remove gum or other marks, as necessary.
- Empty all waste baskets.
- Wipe down all door surfaces and hardware.
- Visually check all equipment, fixtures, etc. Report any malfunctions to the Club Director.

*Lockers*

- Remove any fingerprints or marks from locker and wall surfaces.
- Scrub all urinals, sinks, toilets, as outlined under "Restrooms".
- Check shower room floor and remove any soap and other debris.
- Clean all mirrors and shower room window glass.
- Wipe down doors.
- Wet mop with a proper disinfectant the entire shower, locker room, and adjoining hallway floor surfaces.
- Check to make sure there are adequate paper and soap supplies for the next day's operation.
- Visually check all light fixtures, hardware, equipment, etc. for safety and proper use. Report any malfunctions to the Club Director.

**Monthly Routine**

**Dates**

- Wash restroom walls.
- Machine scrub and refinish restroom floors and high-traffic areas.

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**Three Month Routine**

- Wash and polish wood furniture.
- Wash all desks tables, chairs, file cabinets.
- Vacuum drapes or other window covering.

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**Six-Month Routine**

- Wash light fixtures.
- Machine-scrub and refinish non-carpeted floors.
- Wash exterior glass.

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**Annual Routine.**

- Wash all walls and ceilings.
- Machine shampoo carpeting.

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