



CCAP JOB CARD Classroom Cleaning



Routine Tasks:	Product	Application Method
Empty trash can / clean exterior / reline	General Purpose Cleaner	Trigger Sprayer
Erase chalk / white boards per teacher's instructions; wipe down trays	General Purpose Cleaner	Trigger Sprayer
Check, refill, and clean exterior of all dispensers	Disinfectant / Cleaner	
Disinfect sinks	Disinfectant / Cleaner	Trigger Sprayer
Spot clean desks (1/5 of total per day) / tables / chairs	General Purpose Cleaner	Trigger Sprayer
Spot clean vertical and horizontal surfaces	General Purpose Cleaner	Trigger Sprayer
Spot clean glass	Glass Cleaner	Trigger Sprayer
Spot clean carpet	Carpet Spotter	Trigger Sprayer
Dust mop floor		
Vacuum carpeting		
Damp mop floor	Neutral Floor Cleaner	Mop Bucket

Equipment Needed:	Precautions:															
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Housekeeping Cart</td> <td style="width: 33%;">Damp Mop</td> <td style="width: 33%;">Hand Soap</td> </tr> <tr> <td>Dust Mop</td> <td>Vacuum Cleaner</td> <td>Paper Towels</td> </tr> <tr> <td>Lobby Broom</td> <td>Trash Can Liners</td> <td>Appropriate PPE</td> </tr> <tr> <td>Lobby Dust Pan</td> <td>Cleaning Cloths/Wipers</td> <td>"Wet Floor" Signs</td> </tr> <tr> <td>Mop Bucket/Wringer</td> <td>Putty Knife</td> <td></td> </tr> </table>	Housekeeping Cart	Damp Mop	Hand Soap	Dust Mop	Vacuum Cleaner	Paper Towels	Lobby Broom	Trash Can Liners	Appropriate PPE	Lobby Dust Pan	Cleaning Cloths/Wipers	"Wet Floor" Signs	Mop Bucket/Wringer	Putty Knife		<p>Always wear appropriate Personal Protective Equipment.</p> <p>Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10 to 15 min.</p>
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