

BASEMENT CLEANING CHECK LIST

Date _____

Name _____

We would appreciate your cooperation in making sure the following areas are cleaned. Please check off each area when finished cleaning. Place cleaning list in folder by upstairs phone. will be checked over for completion. All cleaning supplies are in the storage room.

The forms

Thank you!!

BASEMENT KITCHEN

- _____ Counters wiped after lunch
- _____ Make sure ovens are off and CLEAN
- _____ Make sure NO FOOD in refrigerator and freezer
- _____ Refrigerator wiped out
- _____ Scrub floor with Lysol cleaner

BIG ROOM

- _____ Wash windows
- _____ Sweep floor (If food is served, floor MUST be mopped!!) mop with Lysol cleaner

BATHROOMS-MENS & WOMENS

- _____ Unlock dividers
- _____ Empty sanitary napkin containers and wastebaskets
- _____ Clean toilets with brush and NABC cleaner
- _____ Clean countertops and sink
- _____ MUST mop floor with blue mop and Lysol cleaner

TOY ROOM

- _____ Pick up all toys
- _____ Sweep floor
- _____ Spot carpet with Spot Out or SNAP

HALL

- _____ Sweep carpet
- _____ Spot carpet with Spot Out or SNAP
- _____ Clean water fountain with Soft Scrub

*** **MAKE SURE BASEMENT DOOR IS SHUT AND LOCKED.**

SUPPLIES * AS A SAFETY PRECAUTION, PLEASE BE SURE THAT ALL CLEANING ARE PUT BACK ON THE SHELVES IN THE FURNACE ROOM.**