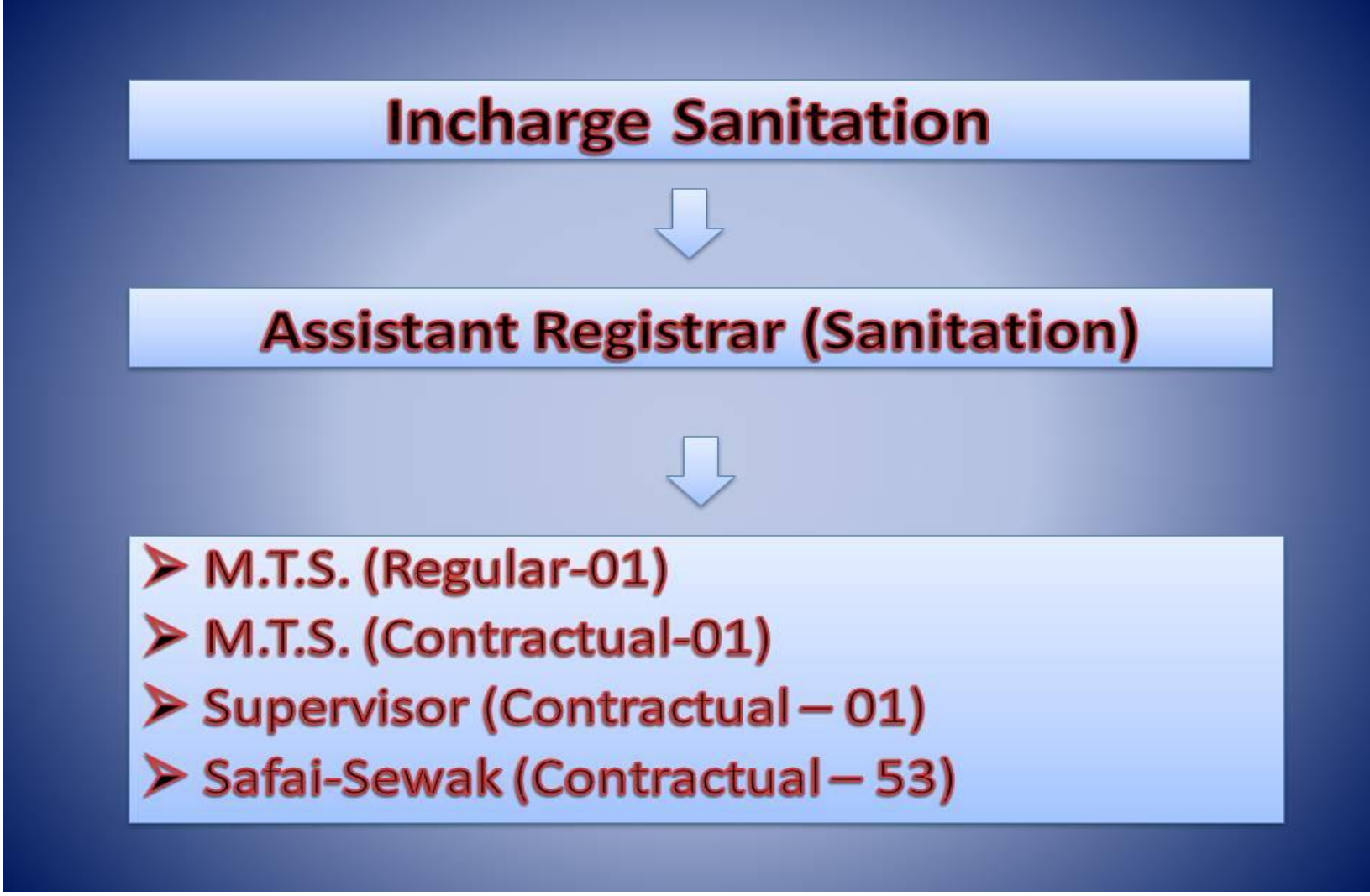

Campus Cleanliness

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Mop floor of classroom	Daily
4	Dust light fixtures and clock	Daily
5	Empty trash receptacle	Daily
6	Premises & Surrounding area	Daily
7	Roads both sides	Daily
8	Vehicle Parking	Daily
9	Clean office & class room furniture	Daily
10	Disinfect and clean all sinks and fixtures	Daily
11	Clean all working surfaces	Daily
12	Disinfect all sinks and fixtures	Daily
13	Clean mirrors	Daily
14	Sanitizing	Daily
15	Spot clean walls, doors, jams and windows	Weekly
16	Wash trash receptacles and sanitary boxes	Weekly
17	Clean Grills & windows	Weekly
18	Wash trash receptacle	Weekly