



**ENGAGE. Discover. GROW.**

## Discovery Charter School Cleaning Overview

The below provides an overview of the required cleaning. Additional items may be part of the routine cleaning that are not listed below.

<b>Entire Building including Learning Pavilion</b>
<ul style="list-style-type: none"> <li>- All garbage taken out and bags replaced as needed</li> <li>- All restrooms cleaned (sinks, mirrors, urinals, toilets, stalls, walls wiped down, floors swept and mopped, including baseboards)</li> <li>- Mirrors cleaned</li> <li>- All floors (carpet) vacuumed *including hallways</li> <li>- All tile floors swept and mopped *including hallways/entryways</li> <li>- All glass door entrances, main office windows, and trophy case cleaned</li> <li>- Stairwell handrails cleaned</li> <li>- Clean water fountains</li> </ul>
<b>Classrooms, Music Room, Art room, Library and Offices</b>
<ul style="list-style-type: none"> <li>- Clean all student desks/tables (no papers, files, materials will be moved)</li> <li>- Clean teacher desks/tables (no items will be moved)</li> <li>- Clean door handles, light switches, phones</li> <li>- Vacuum/sweep and mop floors</li> <li>- All garbage removed</li> </ul>
<b>Alternating Duties</b>
<p>The follow items should be done each day based on the below schedule.</p> <ul style="list-style-type: none"> <li>- Dust all shelves, cubbies, window sills, and furnishings</li> <li>- Clean classroom windows and dust blinds</li> </ul> <p>Monday – 2<sup>nd</sup> Floor            Tuesday – 1<sup>st</sup> floor – Main building including offices            Wednesday – 4<sup>th</sup>/5<sup>th</sup> Grade wing            Thursday – Middle School            Friday – Art Room, Music Modular, Learning Pavilion</p>

\*Discovery Charter School will provide the cleaning company with preferred cleaning supplies and materials as well as space for storage.