

JANITORS

CHECKLIST

Agenda for the contract for the cleaning services

Description of the cleaning & disinfecting cycles at the Day Care Center

TO BE WASHED AND DISINFECTED DAILY (Check on completion))✓	Week of					Week of					Week of					Week of				
	month		week	Year		month		week	Year		month		week	Year		month		week	Year	
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday

Wash and disinfect:

Toilets																				
Sinks & taps																				
Soap & towel dispenser																				
Doorknobs																				
Mirrors																				
The little tables																				
All floors																				

Floors: playroom, corridors, washroom, kitchen floor

TO BE DONE DAILY

(Check on completion))✓

Wash and disinfect:

Empty all the garbage cans & diaper cans																				
Vacuum all the floors & carpets																				
Fill all paper & soap dispenser																				

TO BE DONE WEEKLY

(Check on completion))✓

Clean children's lockers																				
Remove dust from traps																				
Clean doorframes																				
Wash bed fiberglass in babies room																				

TO BE DONE MONTHLY

(Check on completion))✓

Strp and wax floors, including kitchen
Wash carpets

Date : _____