

GENERAL CLEANING PROCEDURE FOR DORM ROOMS

<u>Cleaning Task</u>	<u>Procedure</u>	<u>CK</u>
1. Shower(change curtains as needed) stool, & sink	Coat with CSP (allow dwell time while cleaning room)	O
2. Restroom vents	Sweep/dust/vacuum	O
3. Underneath sink	sweep *wipe down	O
4. Clean closets	Wedge mop/ladder dust/*wipe down	O
5. Mirror & Medicine Cabinet	Paper towel/cleaner *wipe down	O
6. Walls	Spot clean *wipe down	O
7. 1 st desk	Remove stickers *wipe down	O
8. Chair	Remove objects *wipe down	O
9. Blinds/Room vents	Dust each side *wipe down	O
10. Window ledges	Dust *wipe down	O
11. Windows	Clean glass (inside & out for tilts)	O

Other side of room

11. Desk	Remove stickers *wipe down	O
12. Walls	Spot clean *wipe down	O
13. Top closet	Dust	O
14. Mirror over dresser	Paper towel/clean *wipe down	O
15. Dresser drawers	check/wipe out *wipe down	O
16. Clean Restroom fixtures	(follow restroom cleaning procedures)	O
17. Floors/Baseboards	Vacuum/sweep moving furniture	O
18. Hard floors/Baseboards	Mop	O
19. Doors	Clean inside & outside *wipe down	O
20. Complete any work order for any needed repairs.		O
21. Check entire room.		

*Wipe down = Omega