**Library Cleaning Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Library areas** (entry, meeting room, children, study area, main collection area, computer lab, reading area) | Daily | Weekly | Monthly | 2 x year | Annually |
| Empty trash receptacles, pick up trash on floors or tabletops | x |  |  |  |  |
| Dust or wipe down table tops and chairs | x |  |  |  |  |
| Vacuum carpets incl under tables/desks and traffic mats | x |  |  |  |  |
| Vacuum and mop all hard floor surfaces | x |  |  |  |  |
| Sanitize all water fountains | x |  |  |  |  |
| Wipe fingerprints/smudges off doors and windows | x |  |  |  |  |
| Clean entrance doors and windows | x |  |  |  |  |
| Dust high/low areas and remove cobwebs |  | x |  |  |  |
| Dust ceiling vents/grills |  |  | x |  |  |
| Ceramic tile floors scrubbed |  |  |  | 4 x/yr |  |
| Tile grout cleaned |  |  |  |  | x |
| Rest Rooms (public and staff) |  |  |  |  |  |
| Empty all trash receptacles |  |  |  |  |  |
| Thoroughly sanitize sinks, commodes, urinals, countertops, partitions, grab bars, changing tables, wall by dispensers | x |  |  |  |  |
| Restock paper products | x |  |  |  |  |
| Clean mirrors and all faucets/knobs/handles | x |  |  |  |  |
| Sweep/vacuum/mop all floors | x |  |  |  |  |
| Sanitize all doors and handles into restrooms | x |  |  |  |  |
| Sanitize hand dryer | x |  |  |  |  |
| Kitchen Areas (meeting room and staff) |  |  |  |  |  |
| Empty trash receptacles | x |  |  |  |  |
| Restock paper products |  |  |  |  |  |
| Thoroughly sanitize sinks and faucets | x |  |  |  |  |
| Wipe down outside of fridge | x |  |  |  |  |
| Clean inside and outside of microwaves  | x |  |  |  |  |
| Wipe down all table tops | x |  |  |  |  |
| Wipe down chairs and table pedestals  |  | x |  |  |  |
| Clean out fridge |  |  | x |  |  |
| Sweep/vacuum/mop floor | x |  |  |  |  |
| Staff offices/desks |  |  |  |  |  |
| Empty trash receptacles | x |  |  |  |  |
| Gently dust/wipe down desks taking precaution to not move any papers |  |  |  |  |  |
| Clean smudges from doors, frames and interior windows | x |  |  |  |  |
| Dust bookshelves gently taking precaution not to move books and other items on shelves |  | x |  |  |  |