



# SANTA ANA COLLEGE

## CLEANING STANDARDS - for Classrooms, Offices and Restrooms

### Classroom cleaning - Daily

- Empty all trash cans.
- Spot clean any food or drink residue on desktops and tabletops.
- Clean all white boards and chalkboards.
- Dust-mop tile floors. Spot-mop food and drink spills and marks on tile floors.
- Sweep up all debris on carpet floors.
- Vacuum carpeted outside entrances and entrance mats daily.
- Reset all tables and chairs.
- Clean sinks and counter areas.
- Fill up any paper towel dispensers.

### Classroom cleaning - Weekly

- Clean tops of all students' desks.
- Mop tile floor walkways and under desks once weekly.
- High dust horizontal surfaces.
- Dry dust computer monitors.

### Office cleaning - Daily

- Empty all trash cans.
- Spot clean any food or drink residue on desktops and tabletops.
- Clean glass windows in doors.
- Dust-mop tile floors. Spot mop food and drink spills and marks on tile floors.
- Sweep up all debris on carpet floors.
- Reset all chairs.

### Office cleaning - Weekly

- Wet-mop tile floor once weekly.
- Vacuum carpeted floor once weekly.
- High dust horizontal surfaces.
- Dry dust computer monitors.

### Restrooms cleaning - Daily

- Empty tampon receptacle.
- Pick up trash on floor.
- Empty trash cans.
- Clean sinks and faucets.
- Clean mirrors.
- Clean urinals and toilets.
- Clean any graffiti off walls, doors and areas.
- Refill supplies.
- Wet-mop floor.