

## Upper Jossman

- Classrooms and Hallway
  - Wipe down tables and counters in classrooms
  - Wash whiteboards and clean chalkboard trays
  - Put up chairs for vacuuming
  - Pick up by hand any paper, micro trash
  - Vacuum classroom
  - Empty Trash and replace liner
  - Bring recycling and cardboard to Recycle Center
  - Sweep floor
  - *[All School Clean at summer's end only]* Fill mop bucket and add some cleaner, thoroughly mop floor
  - Put chairs down
- Bathrooms
  - Squirt toilet bowl cleaner around bowl, scrub bowl with toilet brush
  - Spray and wipe down toilet (seat up, seat down, around base, across top of water tank and handle)
  - Spray and wipe down sink and mirror
  - Empty trash and insert new liner
  - Sweep floor
  - *[All School Clean only]* Fill mop bucket and add some cleaner, thoroughly mop floor
- *[All School Clean only]* Organization
  - Return all classroom supplies – e.g., markers, personal whiteboards, calculators, etc. – to Jossman 5, checking them in with AOD in the room

## Lower Jossman

- Classrooms and Hallway
  - Wipe down tables and counters in classrooms
  - Wash whiteboards and clean chalkboard trays
  - Put up chairs for vacuuming
  - Pick up by hand any paper, micro trash
  - Vacuum classroom
  - Empty Trash and replace liner
  - Bring recycling and cardboard to Recycle Center
  - Sweep floor
  - *[All School Clean only]* Fill mop bucket and add some cleaner, thoroughly mop floor
  - Put chairs down
- Bathrooms
  - Squirt toilet bowl cleaner around bowl, scrub bowl with toilet brush
  - Spray and wipe down toilet (seat up, seat down, around base, across top of water tank and handle)

- Spray and wipe down sink and mirror
- Empty trash and insert new liner
- Sweep floor
- *[All School Clean only]* Fill mop bucket and add some cleaner, thoroughly mop floor
- *[All School Clean only]* Organization
  - Return all classroom supplies – e.g., markers, personal whiteboards, calculators, etc. – to Jossman 5, checking them in with AOD in the room

## **Library**

- General space / classrooms
  - Vacuum carpet, including entry way
  - Sweep common middle space and all concrete floor
  - Wipe down tables/counters
  - Empty trash and bring recycling to Recycling Center
  - Wash any dishes
- Bathrooms
  - Squirt toilet bowl cleaner around bowl, scrub bowl with toilet brush
  - Spray and wipe down toilet (seat up, seat down, around base, across top of water tank and handle)
  - Spray and wipe down sink and mirror
  - Empty trash and insert new liner
  - Sweep floor
  - *[All School Clean only]* Fill mop bucket and add some cleaner, thoroughly mop floor

## **Bar Fork Dining / Patio / Picnic Tables (front and back)**

- Dining Room
  - Move all chairs to the side so floor is clear to sweep/mop
  - Return any random dishes to Bar Fork
  - Wipe down tables, sweeping food scraps into hand or container rather than the floor
  - Sweep the floor, be sure to reach under tables
  - *[All School Clean only]* Fill mop bucket and add some cleaner, thoroughly mop floor
  - Return chairs to tables
  - *[All School Clean only]* Set up formal dining
- Patio / Picnic Tables
  - Fill 2 buckets with warm water and cleaner and get 4 wash rags
  - Wipe down all picnic tables and benches
  - Empty outdoor trash bins and replace trash bags
  - Pick up any garbage around tables/lawn
  - Sweep under tables

## **Bar Fork Hallways / Lounges / Laundry / Bathrooms**

- Entryways / Hallways
  - Sweep and vacuum entryways and rugs
  - Sweep and vacuum hallways
  - Wipe down door handles and windows indoors and outdoors with Windex
- Lounge / Classrooms
  - Wipe down tables and counters in Bark Fork A and Lounges
  - Return any dishes to Bar Fork
  - Put up chairs for vacuuming
  - Vacuum Bar Fork A, Lounge, and Mail Area
  - Empty Trash in Bar Fork A, Lounge, Hallway, and Mail Area and replace liners
  - Bring out recycling and cardboard
  - Straighten furniture
- Bathrooms
  - Squirt toilet bowl cleaner around bowl, scrub bowl with toilet brush
  - Spray and wipe down toilet (seat up, seat down, around base, across top of water tank and handle)
  - Spray and wipe down sink and mirror
  - Empty trash and insert new liner
  - Sweep floor
  - *[All School Clean only]* Fill mop bucket and add some cleaner, thoroughly mop floor
- Laundry
  - Put together a lost in found
  - Wipe down tops of laundry machines and dryers
  - Empty trash and replace liners
  - Bring out recycling and cardboard

## **Art Studios (Ceramics, Silversmithing, Art Adobe)**

- *Defer to guidance of art instructors*
- *[All School Clean only]* Ceramics studio
  - Wipe down all surfaces--shelves, slab-roller, glaze containers, etc.
  - Wet mop or hose down floor
  - Clean and organize tools
  - Deep clean wheels, wedging table, all banding wheels, potters wheels, and ware-boards
  - Wipe down tables
  - Empty sink sludge
  - Empty trash and insert new liner
  - Wipe clay splashes off walls
  - Reclaim clay if possible
  - Bags of clay are wet and tightly tied
  - Kiln shelves are clean and sealed

## Climbing / Workout Gym / Buses

- Climbing Gym
  - Vacuum climbing pads
  - Sweep floor
  - Empty trash and put in new liner
  - Put any equipment away in climb closet
  - *[All School Clean only]* Fill mop bucket and add some cleaner, thoroughly mop floor
- Fitness Center
  - Put away any equipment
  - Vacuum carpet and entryway
  - Sweep rubber flooring
  - *[All School Clean only – TBD confirming with CRMS staff]* Fill mop bucket and add some cleaner, thoroughly mop rubber flooring
- Bathrooms
  - Squirt toilet bowl cleaner around bowl, scrub bowl with toilet brush
  - Spray and wipe down toilet (seat up, seat down, around base, across top of water tank and handle)
  - Spray and wipe down sink and mirror
  - Empty trash and insert new liner
  - Sweep floor
  - *[All School Clean only]* Fill mop bucket and add some cleaner, thoroughly mop floor
- *[All School Clean only]* Bus
  - Sweep buses
  - Pick up trash
  - Wipe down surfaces