

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.  
EARLY CHILDHOOD EDUCATION DEPARTMENT  
Janitorial Maintenance Checklist**

Center \_\_\_\_\_

MONTH/YEAR \_\_\_\_\_

Classroom \_\_\_\_\_

JOB RESPONSIBILITIES	DATE	INITIAL								
<b>MONTHLY</b>										
Change Filters										
Check Emergency/Exit lights										
<b>BI-WEEKLY</b>	DATE	INITIAL	DATE	INITIAL						
Clean and organize janitorial closet/storage										
Clean Baseboards										
<b>WEEKLY OR AS NEEDED</b>	MON	INITIAL	TUES	INITIAL	WED	INITIAL	THURS	INITIAL	FRI	INITIAL
Clean/Change Mini Blinds										
Clean Mirrors/Glass Doors/Windows										
Clean Window Sills										
Down spouts and gutters in good condition										
Drain and clean all milk boxes										
Dust/Clean Vents										
Dust/Wipe down ceiling fans										
Laundry room (Cleaned/uncluttered)										
Sweep down spider webs										
<b>DAILY</b>										
Dust/sweep or mop break room										
Dust/wipe down furniture										
Mop all needed areas (Use provided cleaning solutions as directed)										
Clean restrooms-all toilets and sinks										
Trash removal (According to schedule)										
Tubs (If applicable)										
Vacuum/sweep all carpets/mats inside/out of building (As needed)										
<b>MONTHLY OR AS NEEDED</b>										
Vacuum Cleaner Maintenance (Change bag and clean roller as needed)										
Wash Walls as needed										

\*Please initial in the appropriate space verifying you have completed the task. **To be kept in Center files** \_\_\_\_\_

\_\_\_\_\_  
**Site Supervisor Signature**

**Date**