



Williamson Public Library
Schedule for Cleaning and Cleaning Checklist
Two Days per week non-consecutive

Each Scheduled Work Day

- _____ Empty all waste paper receptacles and take trash to designated area.
- _____ Empty all recycling and take to designated area.
- _____ Vacuum library, library entryway, hallway and meeting room carpeting.
- _____ Sweep and Mop all hard surface flooring areas
- _____ Restock paper towels, toilet paper, soap, liners etc.
- _____ Spot clean toilets
- _____ Empty Exterior Trash Receptacle under Portico and Exterior Trash Receptacle at the Employee Entrance
- _____ Clean Meeting rooms
- _____ Turn off designated lights when leaving
- _____ Lock doors and windows (if opened)
- _____ Set alarm

Once a Week General Cleaning

- _____ Dust and clean using microfiber cleaning cloth and disinfecting all-purpose spray all office furniture including file cabinets, desks (if cleared of paperwork), credenzas, counter tops, display units, and window ledges.
- _____ Dust and clean using microfiber cleaning cloth and disinfecting all-purpose spray on all library bookshelves, tops of shelving, end caps and display areas.
- _____ Dust and clean using microfiber cleaning cloth and disinfecting all-purpose spray on all library furniture including study carrels, computer carrels, tables and chairs.
- _____ Spot clean doors and door frames and spot clean and disinfect light switches, door handles and doorknobs.
- _____ Clean drinking fountains.
- _____ Clean and sanitize all telephones using disinfecting spray.
- _____ Dust picture frames and wall hangings
- _____ Clean and disinfect all kitchen counters, tables, sinks

- ____ Clean and disinfect exterior of appliances in kitchen
- ____ Clean dispensers and fixtures in bathrooms and kitchen
- ____ Clean and Polish all mirrors and glass surfaces with glass cleaner
- ____ Sweep and mop staff entryway

Once a month

- _____ Dust all high and low vertical surfaces for cobwebs and ceiling vents
- _____ Dust blinds, lampshades
- _____ Spot clean wall behind trash receptacles in kitchen and programming room

Quarterly

- _____ Clean and organize custodial closet