

## **2009/2010 CLEANING SECTIONS**

**(Please save this sheet and reread when it is your turn to clean.)  
There will be a \$100 fee assessed if you do not clean.**

**\*\*PLEASE DO NOT CLEAN BETWEEN 10 AM AND 1 PM ON SUNDAYS\*\***

**SECTION 1:** Middle School - Studio, hallway, vestibules, bathroom (in the vestibule), music rooms, and carpeted hallway behind stage. Cleaning supplies are in the office bathroom. Vacuum is in the studio bathroom. Dumpster and recycling shed are located on the Southeast end of the middle building toward the shop/track.

**SECTION 2:** Middle School - Front entry way, main office, bathroom, kitchen, stairs down to Business office, nurse's office, copy room and hallway. Cleaning supplies are in the office bathroom. Vacuum is in the studio bathroom. Dumpster and recycling shed are located on the Southeast end of the middle building toward the shop/track.

**SECTION 3:** Middle School/High School Building. Middle School - the 6<sup>th</sup> grade classroom in the upstairs over the main office and both stairs leading to it. High School Building 1st Floor - main hallway (outside Science Lab), the entire stairwell (from the porch down to the locker room floor) and porch classroom. Dumpster and recycling shed are located on the Southeast end of the middle building toward the shop/track.

**SECTION 4:** Lower Building – Kindergarten classroom, 1<sup>st</sup> grade classroom and vestibule up to the kitchen, including the stairs, and both classroom bathrooms. Cleaning supplies are in the bathroom outside the 2<sup>nd</sup> grade bathroom. Garbage bins and recycling center are located outside under the fire escape.

**SECTION 5:** Lower Building – 2<sup>nd</sup> grade classroom, bathroom, hallway, office, vestibule, stairs and kitchen area upstairs. Cleaning supplies and vacuum are in the 2<sup>nd</sup> grade bathroom. Garbage bins and recycling center are located outside under the fire escape.

**SECTION 6:** High School Building - 1st floor (science lab level) - HS vestibule, all classrooms (1C, 1D & 1E), and bathroom. Dumpster and recycling shed are located on the Southeast end of the middle building toward the shop/track.

**SECTION 7:** High School Building - 2nd floor (main floor) – Rooms 2B & 2C, bathroom, reading room, the old library (stacks) (please do not move any books) hallway and the main stairwell – entire length from 1<sup>st</sup> floor to art room. Dumpster and recycling shed are located on the Southeast end of the middle building toward the shop/track.

**SECTION 8:** Library/ Junior High Wing Entrance – library (please do not move books in the library), hallway outside the library, stairs leading to the Jr. High vestibule, vestibule, and the Jr. High hallway, including the bathroom. Dumpster and recycling shed are located on the Southeast end of the middle building toward the shop/track.

**SECTION 9:** Junior High Wing – Coliseum, Perkins Corner and Pi Hall, and the hallway between classrooms. Dumpster and recycling shed are located on the Southeast end of the middle building toward the shop/track.

### **CLEANING INSTRUCTIONS**

When using school vacuum cleaners, please check and replace bags if needed and leave any sickly vacuum cleaners in the front office with a note. Please feel free to borrow another vacuum from an alternate closet and return to that area when done. Vacuum and mop all tiled floors, vacuum all carpets, wash desks and table tops, sink and toilet areas, empty waste baskets and clean inside of microwaves. Straighten and dust shelves, window wells, etc. and bring garbage bags to the dumpster and sort recyclables at the recycling shed. Please be sure to spend four hours cleaning (taking into consideration additional persons helping, for example two people will take two hours to clean.) Take one last look around before leaving your section to be sure that everything is in order. Leave wet mops off floor so they can dry out.

Leave a note about any problems in Pam's carousel spot located on the main desk.

Please do NOT bring any cleaning products or equipment from home.

**PLEASE REMEMBER TO CLEAN AND NEATEN THE CLEANING CLOSET IN YOUR AREA!**