

Jung Eun Lee Classroom Maintenance Jobs

	Mon	Tues	Wed	Thurs	Fri
Daily					
Clean all tables & chairs w/cleaner & wet rag - place chairs on top of tables					
Sweep floor					
Mop floor and spot scrub as needed					
Clean sink/drinking fountain w/cleaner					
Clean toilets w/ cleaner & brush; wipe outside of toilet					
Vacuum carpet					
Straighten work on shelves; return misplaced materials to proper spot					
Replace caps on markers/glue sticks					
Wash paint brushes/toss paint cups					
Empty pencil sharpener					
Turn ceiling fans off					
Windows closed & locked					
Take trash out					
Take all dirty towels to laundry					
Weekly					
Restock drawing and writing paper					
Restock metal inset paper					
Sharpen drawing and writing pencils					
As Needed					
Refill paper towels/toilet paper					
Dust shelves and other surface areas					
Throw away broken crayons; dried up markers (replace as needed)					
Repair broken materials					
Return supplies to supply room					