

# Munro Academy - Balls Creek

(No work done in “Apartment”)

## Monday

**(spot check offices for garbage and spills)**

### **Bathrooms (students and staff):**

- Clean all toilets, urinals, counters, sinks
- Clean mirror's
- Clean walls especially below air dryers
- Restock bathroom supplies
- Change garbage's
- Dry mop & mop floors

### **Teacher Centre & Library:**

- Wipe down counters, tabletops and microwaves (inside & out)
- Lift chairs onto tables after tables are clean
- Change garbage's
- Dry mop and mop floors.

### **Classrooms – Green Square:**

- Wipe down whiteboards (except for the corner squares)
- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop and mop floors.

### **Classrooms – All Others:**

- Wipe down whiteboards (except for the corner squares)
- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop floors (spot mop spills)

### **Hallways:**

- Spot clean entrance doors as needed to remove fingerprints
- Vacuum front entrance mat
- Neaten cubby areas (ensuring that all content is off the floor)
- Dry mop and auto scrub floors.

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## Tuesday

### (spot check offices for garbage and spills)

#### **Bathrooms (students and staff):**

- Clean all toilets, urinals, counters, sinks
- Clean mirror's
- Clean walls especially below air dryers
- Restock bathroom supplies
- Change garbage's
- Dry mop & mop floors

#### **Teacher Centre & Library:**

- Wipe down counters, tabletops and microwaves (inside & out)
- Lift chairs onto tables after tables are clean
- Change garbage's
- Dry mop and mop floors.

#### **Classrooms – Red Square:**

- Wipe down whiteboards (except for the corner squares)
- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop and mop floors.

#### **Classrooms – All Others:**

- Wipe down whiteboards (except for the corner squares)
- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop floors (spot mop spills)

#### **Hallways:**

- Spot clean entrance doors as needed to remove fingerprints

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- Vacuum front entrance mat
- Neaten cubby areas (ensuring that all content is off the floor)
- Dry mop and auto scrub floors.

## Wednesday

**(spot check offices for garbage and spills)**

### **Bathrooms (students and staff):**

- Clean all toilets, urinals, counters, sinks
- Clean mirror's
- Clean walls especially below air dryers
- Restock bathroom supplies
- Change garbage's
- Dry mop & mop floors

### **Teacher Centre & Library:**

- Wipe down counters, tabletops and microwaves (inside & out)
- Lift chairs onto tables after tables are clean
- Change garbage's
- Dry mop and mop floors.

### **Classrooms – Green Square:**

- Wipe down whiteboards (except for the corner squares)
- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop and mop floors.

### **Classrooms – All Others:**

- Wipe down whiteboards (except for the corner squares)
- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop floors (spot mop spills)

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## **Hallways:**

- Spot clean entrance doors as needed to remove fingerprints
- Vacuum front entrance mat
- Neaten cubby areas (ensuring that all content is off the floor)
- Dry mop and auto scrub floors.

## **Thursday**

**(spot check offices for garbage and spills)**

## **Bathrooms (students and staff):**

- Clean all toilets, urinals, counters, sinks
- Clean mirror's
- Clean walls especially below air dryers
- Restock bathroom supplies
- Change garbage's
- Dry mop & mop floors

## **Teacher Centre & Library:**

- Wipe down counters, tabletops and microwaves (inside & out)
- Lift chairs onto tables after tables are clean
- Change garbage's
- Dry mop and mop floors.

## **Classrooms – Blue Square:**

- Wipe down whiteboards (except for the corner squares)
- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop and mop floors.

## **Classrooms – All Others:**

- Wipe down whiteboards (except for the corner squares)

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- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop floors (spot mop spills)

## **Hallways:**

- Spot clean entrance doors as needed to remove fingerprints
- Vacuum front entrance mat
- Neaten cubby areas (ensuring that all content is off the floor)
- Dry mop and auto scrub floors.

## **Friday**

### **Bathrooms (students and staff):**

- Clean all toilets, urinals, counters, sinks
- Clean mirror's
- Clean walls especially below air dryers
- Restock bathroom supplies
- Change garbage's
- Dry mop & mop floors

### **Teacher Centre & Staff Room:**

- Wipe down counters, tabletops and microwaves (inside & out)
- Lift chairs onto tables after tables are clean
- Change garbage's
- Dry mop and mop floors.

### **Office & Classroom – Orange Square:**

- Wipe down desktops (lift chairs once complete)
- Change garbage's
- Dry mop and mop floors.

### **Classrooms:**

- Wipe down whiteboards (except for the corner squares)
- Wipe down desktops (lift chairs once complete)

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- Change garbage's
- Dry mop floors (spot mop spills)

## **Hallways:**

- Spot clean entrance doors as needed to remove fingerprints
- Vacuum front entrance mat
- Neaten cubby areas (ensuring that all content is off the floor)
- Dry mop and auto scrub floors.

Site Map

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