

Task	Supplies Needed	Instructions	Done?
Clean vents and air filters	Vacuum cleaner, duster, replacement filters	<p>Before cleaning the vents, make sure the power is turned off to avoid injury. Carefully remove the vent covers, ensuring no broken pieces during the process.</p> <p>Soak the vent covers in a mild solution of warm, soapy water. Wipe the vent interiors with a damp microfiber cloth. Allow the vent covers to dry completely before reattaching them.</p> <p>Replace air filters as per the manufacturers instructions.</p>	<input type="checkbox"/>
Check for and address mold/mildew	Bleach solution (¼ cup bleach per gallon of water), scrub brush, gloves, mask	<p>Check the following areas: shower stalls, behind and around sinks, and locker room floors for signs of mold or mildew (these will usually appear as black, green, or brown spots).</p> <p>Wear gloves and a mask for protection before proceeding with this step: If mold or mildew growth is found, scrub the affected areas with a diluted bleach solution using a scrub brush.</p> <p>Rinse the area thoroughly, and place electric fans around strategic parts of the locker room (especially for those areas that might be damp) to ensure proper ventilation and complete dryness.</p>	<input type="checkbox"/>
Deep clean lockers (if needed)	All-purpose cleaner, microfiber cloths	<p>Remove items/belongings from the lockers (make sure to place items that were left by students or clients in the proper lost and found storage).</p> <p>Spray the cleaner onto a microfiber cloth and wipe down all interior surfaces, including shelves and corners.</p>	<input type="checkbox"/>

Task	Supplies Needed	Instructions	Done?
Deep clean floors	Floor scrubber, disinfectant cleaner (e.g., Lysol All-Purpose Cleaner)	<p>Apply an ample amount of disinfectant solution on the hard floor, then begin scrubbing.</p> <p>For carpets, clean with a carpet shampooer or a steam cleaner with a disinfectant solution. Make sure there is proper ventilation during and after cleaning to dispel fumes.</p>	<input type="checkbox"/>
Clean and disinfect showers and toilets	<p>Toilet bowl cleaner (e.g., Lysol Power Toilet Bowl Cleaner), disinfectant (e.g., Clorox Clean-Up Cleaner + Bleach), all-purpose cleaner</p> <p>Shower cleaner (e.g., Tilex)</p>	<p>Use the proper cleaners for each surface. Apply the toilet bowl cleaner, leave it out for the recommended contact time, then scrub with a toilet brush.</p> <p>For showers, remove personal items and start rinsing with water first. Then spray the shower cleaner on all surfaces. Let it sit for a few minutes, then scrub with a brush or sponge.</p> <p>Pay extra attention to the drain. If there are items stuck, use a drain snake or a pair of tweezers to carefully remove them. Rinse with warm water, then wipe dry with a microfiber mop head.</p>	<input type="checkbox"/>
Laundry towels and floor mats (if applicable)	Laundry detergent, dryer sheets	<p>If applicable, launder towels and floor mates in a hot water-detergenet solution or via a washing machine. Do not add bleach unless the care instructions allow for it.</p> <p>Once washed, promptly transfer them to a dryer and tumble dry on high heat. Check after 30-40 minutes have passed, ensuring the towel is still slightly damp.</p> <p>Shake the damp towels to fluff the fibers before leaving them, to compltely air dry (to prevent wrinkles). If ironing is preferred, use a low-to-medium heat setting and iron while the towels are still slightly damp.</p> <p>Ensure all items are completely dry before returning them to the locker room to prevent mildew growth.</p>	<input type="checkbox"/>

Task	Supplies Needed	Instructions	Done?
Empty trash and recycling bins	N/A	Remove full trash bags and dispose them in the proper outdoor bins, ensuring you properly sort the recycling. Replace the bins with fresh new liners.	<input type="checkbox"/>
Sweep/mop floors	Broom/dustpan, mop, floor cleaner (e.g., Bona Stone, Tile & Laminate Floor Cleaner)	First, sweep or vacuum floors to remove debris. Then, mop with a cleaning solution diluted in warm water, as per the instructions on the product label. Use a microfiber mop head for optimal results and squeeze out excess water when heavy.	<input type="checkbox"/>
Wipe down surfaces (benches, lockers, mirrors)	All-purpose cleaner (e.g., Simple Green All-Purpose Cleaner), microfiber cloth	Spray a little amount of the all-purpose cleaner onto a clean microfiber cloth. Begin wiping down the surface in one direction, paying attention to spills and stains. For mirrors and glass surfaces, spray an ample amount of disinfectant or streak-free cleaner (as per the label) onto a microfiber cloth. Wipe down the surface in a circular motion.	<input type="checkbox"/>
Disinfect high-touch areas (door handles, faucets, locks)	Disinfectant wipes (e.g., Clorox Disinfecting Wipes) or spray	If using a disinfectant, spray a little amount on each surface then let sit for the recommended contact time as per the label. Wipe off any excess afterward. For disinfectant wipes, spot clean first to make sure there is no adverse reaction to materials like paint. When using disinfectant wipes, wipe as you would any other surface, ensuring you don't miss a spot.	<input type="checkbox"/>
Wipe down the insides of lockers	All-purpose cleaner, microfiber cloth	Remove items/belongings from the lockers (make sure to place items that were left by students or clients in the proper lost and found storage). Spray the cleaner onto a microfiber cloth and wipe down all interior surfaces, including shelves and corners.	<input type="checkbox"/>