**Cesar Chavez Academy Lower Elemetary**

**Daily Maintenance Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Check Bathrooms  Put out cones  Remove garbage from around the school building  Check playground  Set up Great Hall for Breakfast and parent meeting  Throw out breakfast garbage cans  Restock all closets with cleaning products  Restock copy paper  Restock paper towels in classrooms  Add bags to garbage bags  Lunch time clean up  Remove garbage from classrooms and office  Vacuum all carpets throughout building  Check boiler daily | Check Bathrooms  Put out cones  Remove garbage from around the school building  Check playground  Set up Great Hall for Breakfast  Bring up fans for mopping  Throw out breakfast garbage cans  Add bags to garbage bags  Lunch time clean up  Remove garbage from classrooms and office  Wash walls around school  Mop the Great Hall | Check Bathrooms  Put out cones  Remove garbage from around the school building  Check playground  Set up Great Hall for Breakfast  Throw out breakfast garbage cans  Add bags to garbage bags  Lunch time clean up  Remove garbage from classrooms and office  Vacuum all carpets throughout building  Wash walls by Mezzanine  Mop stairways  Restock cleaners and paper towel for lunch | Check Bathrooms  Put out cones  Remove garbage from around the school building  Check playground  Set up Great Hall for Breakfast  Bring up fans for mopping  Throw out breakfast garbage cans  Add bags to garbage bags  Lunch time clean up  Remove garbage from classrooms and office  Vacuum all carpets throughout building  Wash Great Hall walls  Mop the Great Hall | Check Bathrooms  Put out cones  Remove garbage from around the school building  Check playground  Set up Great Hall for Breakfast  Throw out breakfast garbage cans  Add bags to garbage bags  Lunch time clean up  Remove garbage from classrooms and office |