

## Cleaning Guidelines:

Please initial and note the time completed for each day

Mon Tues Wed Thurs Fri Sat Sun Dates of cleaning:

### Rink- including concessions areas, hallways and balconies

_____	_____	_____	_____	_____	_____	_____	Sweep all floors
_____	_____	_____	_____	_____	_____	_____	Mop all floors
_____	_____	_____	_____	_____	_____	_____	Vacuum carpets/rugs
_____	_____	_____	_____	_____	_____	_____	Wash windows
_____	_____	_____	_____	_____	_____	_____	Empty garbages
_____	_____	_____	_____	_____	_____	_____	Wash tables, video games, window ledges
_____	_____	_____	_____	_____	_____	_____	Wash chairs, outside of garbage cans
_____	_____	_____	_____	_____	_____	_____	Spot wash walls
_____	_____	_____	_____	_____	_____	_____	Use Floor scrubbing machine- at least once a week

### Locker Rooms

_____	_____	_____	_____	_____	_____	_____	Sweep all locker rooms and showers
_____	_____	_____	_____	_____	_____	_____	Mop all locker room floors
_____	_____	_____	_____	_____	_____	_____	Wash down locker room walls and benches
_____	_____	_____	_____	_____	_____	_____	Empty garbages
_____	_____	_____	_____	_____	_____	_____	Block open locker room doors when finished

### Bleachers and Benches

_____	_____	_____	_____	_____	_____	_____	Sweep off bleachers
_____	_____	_____	_____	_____	_____	_____	Wipe up spills
_____	_____	_____	_____	_____	_____	_____	Sweep player benches and penalty boxes
_____	_____	_____	_____	_____	_____	_____	Empty garbage from score box
_____	_____	_____	_____	_____	_____	_____	Vacuum rugs

### Bathrooms

_____	_____	_____	_____	_____	_____	_____	Sweep
_____	_____	_____	_____	_____	_____	_____	Clean sinks with disinfectant
_____	_____	_____	_____	_____	_____	_____	Wash mirrors
_____	_____	_____	_____	_____	_____	_____	Fill towel dispensers, soap dispensers, and toilet paper
_____	_____	_____	_____	_____	_____	_____	Clean toilets and urinals
_____	_____	_____	_____	_____	_____	_____	Add new urinal cakes
_____	_____	_____	_____	_____	_____	_____	Use disinfectant to mop floor
_____	_____	_____	_____	_____	_____	_____	Empty garbage, including small cans in stalls
_____	_____	_____	_____	_____	_____	_____	Use bleach to clean toilet bowls, urinals and sinks

### Outside

_____	_____	_____	_____	_____	_____	_____	Sweep or shovel sidewalks
_____	_____	_____	_____	_____	_____	_____	Pick up garbage on sidewalks/Parking Lot
_____	_____	_____	_____	_____	_____	_____	Empty garbage cans in dumpster and replace garbage bags

Blue cleaner- glass cleaner

Pink cleaner- disinfectant/all purpose cleaner. Can be used with mopping or as general cleaner

Bleach & Pine-Sol-use for mopping/heavy duty cleaning

Cardboard, garbage and recycling have different bins!