

Preschool & Educational Facility Janitorial Walkthrough Checklist & Success Reminders

Reminders for a Successful Walkthrough (Preschools & Educational Facilities)

Be Prepared: Confirm appointment, bring tools (measuring tape, checklist, camera), dress professionally (uniform, ID badge), research the facility type (preschool, K-12, private, daycare, etc.).

Engage the Client (Director, Principal, Facilities Manager): Introduce yourself, listen carefully, ask about major cleaning and sanitization concerns (allergies, illness outbreaks, parent concerns).

Clarify Scope: Determine frequency of cleaning, classroom-to-cleaner ratio, specific exclusions (locked rooms, art materials), preferences for green/non-toxic products.

Be Thorough & Observant: Walk all learning spaces, restrooms, cafeterias, play areas. Take note of touchpoints, shared materials, sinks, cubbies, classroom furniture, and storage.

Health & Safety Focus: Ask about illness prevention protocols, disinfection procedures, and any licensing or state requirements for cleaning materials or documentation.

Estimate Accurately: Include time for thorough surface disinfecting, floor care, restocking, and supply needs. Consider unique student schedules or nap times.

Follow Up: Thank the client, summarize your understanding, share proposal delivery timeline, and highlight commitment to safe, healthy learning environments.

Facility Information

Facility Name:

Contact Person:

Title:

Phone:

Email:

Address:

Type of Facility (Preschool, Elementary, etc.):

Approx. Total Square Footage:

Desired Cleaning Frequency:

Cleaning Hours Restrictions/Access Times:

Specific Licensing / Health Requirements:

Classrooms

Number of Classrooms:

Average Sq. Ft. per Room:

Floor Type(s):

Condition:

Desks / Tables:

Chairs:

Cubbies / Storage Units:

Whiteboards / Chalkboards:

Sinks / Dispensers:

Number of Dispensers:

Trash / Recycling Bins:

Number of Trash Cans:

Shared Equipment / Touchpoints:

Specific Client Requests:

Restrooms (Student & Staff)

Number of Student Restrooms:

Number of Staff Restrooms:

Avg. Sq. Ft. per Restroom:

Toilets / Urinals / Sinks:

Floor Type:

Condition:

Partitions / Privacy Walls:

Soap / Paper Dispensers:

Trash / Sanitary Bins:

Number of Trash Cans:

Grab Bars / Accessibility:

High-Touch Points Protocol:

Specific Client Requests:

Cafeteria / Kitchen Areas

Cafeteria Size (Sq. Ft.):

Floor Type:

Tables / Chairs:

Counters / Serving Areas:

Sinks / Food Prep Surfaces:

Trash / Compost / Recycling Bins:

Number of Trash Cans:

High-Touch Points Protocol:

Food-Safe Disinfectant Required?:

Specific Client Requests:

Offices / Staff Rooms

Number of Offices / Meeting Rooms:

Staff Lounges:

Floor Type(s):

Desks / Chairs / Tables:

Appliances (Microwave, Fridge):

Trash / Recycling Bins:

Number of Trash Cans:

High-Touch Points Protocol:

Specific Client Requests:

Gym / Multi-Purpose Rooms

Room Size (Sq. Ft.):

Floor Type:

Benches / Mats:

Doors / Handles:

Trash Bins:

Number of Trash Cans:

High-Touch Points Protocol:

Specific Client Requests:

Playgrounds / Outdoor Areas

Outdoor Cleaning Expectations:

Playground Equipment to Sanitize:

Surface Type (Rubber, Grass, Wood Chips):

Trash Receptacles:

Number of Trash Cans:

Specific Client Requests:

Common Areas / Hallways / Entrances

Total Estimated Sq. Ft.:

Floor Type(s):

Handrails:

Entry Mats:

Glass Doors / Partitions:

Drinking Fountains:

Trash Bins:

Number of Trash Cans:

High-Touch Points Protocol:

Specific Client Requests:

Periodic Work

Carpet Cleaning Frequency:

Floor Waxing / Buffing:

Window Cleaning:

High Dusting (Lights, Vents):

Furniture / Cubicle Panel Cleaning:

Deep Disinfection / Illness Response:

Other (Pressure Washing, Gum Removal, etc.):

General Observations & Protocols

Access / Alarm Procedures:

Janitor Closet Locations / Sinks:

Disinfectants / Products Preferred:

Green / Eco Product Required?:

PPE Requirements for Cleaning Crew:

Client-Supplied Materials:

Facility Age / Condition:

Top Client Concerns:

Clutter / Obstacles Noted:

Sensitive Items or Student Belongings:
