

SANITATION CHECKLIST

Completed By:	Date:				
		Yes	No	Comments	Action Taken
Office Areas:					
Extension Cords Present					
Carpet Clean					
Carpet Vacuumed					
Exits Free From Hazards					
Doorways Free From Hazards					
Hallway Walls Need Washed					
Slop Room:					
Sink Clean and in good repair					
Floor Clean					
Ceiling Vent Clean					
Common Areas:					
Cafeteria Tables clean					
Cafeteria Tables in good repair					
Cafeteria Chairs in good repair					
Cafeteria Floors mopped					
Cafeteria Floors waxed					
Common Area Lounge Furniture Clean					
Common Area Furniture in good repair					
Exits Clear of Obstructions					
Door mats Clean					
Doormats in good repair					
Fire Exit Lights working					
Drinking Fountain working					
All lights working					
Staff Post Area in good repair					
Ceiling Tiles Clean					
Lounge Carpet needs cleaned					
Food Island clean					
Food Island in good repair					

	Yes	No	Comments	Action Taken
Group Room				
Room is dusted (no cobwebs)				
Fire Exit Lights working				
Fire Exits Clear of Obstructions				
Ceiling Tiles Clean				
Light Fixtures Clean				
Light Fixtures Working				
Carpet Clean				
Carpet in Good Repair				
Furniture Clean				
Furniture in Good Repair				
Walls Clean				
Smoke Pit				
Gates Secured				
Concrete Clean				
Windows Clean				
Lights Working				
Lights Clean				
Exit Doors Clear				
Handicap Access Okay				
Cigarette Butts Cleaned up				
Dorm 1				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				

	Yes	No	Comments	Action Taken
Dorm 1 Continued				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				
Dorm 2				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				
Dorm 3				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				

	Yes	No	Comments	Action Taken
Dorm 4				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				
Dorm 5				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				
Dorm 6				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				

Dorm 6 Continued	Yes	No	Comments	Action Taken
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				
Dorm 7				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				
Dorm 8				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				

	Yes	No	Comments	Action Taken
Dorm 8 Continued				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				
Dorm 9				
Carpet Clean				
Carpet in Good Repair				
Lights Working				
Light Fixture Covers Secured				
Exit Lights Working				
Fire Evacuation Plan Posted				
Walls Clean				
Walls need Painted				
Windows Secured				
Mattresses Need Replaced				
Bed Frames in Good Repair				
Beds Made (Document those not made for Disciplinary Action)				
Items Displayed neatly under beds				
Janitor's Closet				
Mops Hung Up				
Door Secured				
Standing Water on Floor				
Mop Buckets Empty				
Chemical Dispenser Full				
Chemical Dispenser Functioning				
Unauthorized Chemicals Present				
Front Restroom				
Sinks Clean				
Faucets Working				
Soap Dispensers Present				
Soap Dispensers Working				
Soap Dispensers Full				

	Yes	No	Comments	Action Taken
Front Restroom Continued				
Filters (Screens) on Faucets				
Urinals Clean				
Urinals Working				
Toilets Clean				
Toilets Working				
Countertops Clean				
Countertops in Good Repair				
Towel Dispensers Full				
Towel Dispensers in Good Repair				
Towel Dispensers Locked				
Toilet Dispensers Full				
Toilet Dispensers in Good Repair				
Toilet Seat Covers Full				
Floors Clean				
Floors Dry				
Shower Stalls Clean				
Shower Curtains Present and in Good Repair				
Walls Clean				
Ceiling Clean				
Lights Working				
Washers Working				
Dryers Working				
Washer/Dryer Numbers in Place				
Excessive Lint Around Washers/Dryers				
Standing Water in Washers				
Lint Screens Present and cleaned in Dryers				
Mirrors Clean and in Good Repair				
Staff Restroom				
Toilet Clean and in Good Repair				
Sink Clean and in Good Repair				
Floor Clean				
Back Restroom				
Sinks Clean				
Faucets Working				

	Yes	No	Comments	Action Taken
Back Restroom continued				
Soap Dispensers Present				
Soap Dispensers Working				
Soap Dispensers Full				
Filters (Screens) on Faucets				
Urinals Clean				
Urinals Working				
Toilets Clean				
Toilets Working				
Countertops Clean				
Countertops in Good Repair				
Towel Dispensers Full				
Towel Dispensers in Good Repair				
Towel Dispensers Locked				
Toilet Dispensers Full				
Toilet Dispensers in Good Repair				
Toilet Seat Covers Full				
Floors Clean				
Floors Dry				
Shower Stalls Clean				
Shower Curtains Present and in Good Repair				
Walls Clean				
Ceiling Clean				
Lights Working				
Washers Working				
Dryers Working				
Washer/Dryer Numbers in Place				
Excessive Lint Around Washers/Dryers				
Standing Water in Washers				
Lint Screens Present and cleaned in Dryers				
Mirrors Clean and in Good Repair				