

# Dormitory Cabin Cleaning Checklist

## Grab the following from the Laundry House:

- 4 Large Garbage Bags
- 1 Clean Wet Mop
- 1 Clean Dry Mop
- 4 Wagon-wheel tissue roll
- Cleaning Tote
  - *Spray bottle of disinfectant (yellow); spray bottle of sanitizer (pink); 5-6 rags; 5-6 plastic grocery bags; 2 Norwex rags; toilet bowl cleaner; toilet bowl brush; toilet paper dispenser key; 2 filled soap dispenser; 3-4 pairs of gloves, (Comet Shower Cleaner)*

## Sides & Center Room

- Clean all mirrors
  - Use wet Norwex to wipe down mirrors
  - Use dry Norwex to dry mirrors (to leave no streaks!)
- Clean all windows, sills, and frames
  - Dust the window sills and frames
  - Use wet Norwex to wipe down windows
  - Use dry Norwex to dry windows (to leave no streaks!)
    - **NOTE:** You may need to remove sliding windows from the inside
    - **NOTE:** Do not use disinfectant or sanitizer on windows, sills, or frames
- Open all drawers of dressers to check for left-behind items
  - Be sure to place left-behind items in a plastic bag and label Cabin & Dates Of Session
- Dust, disinfect, & sanitize bed surfaces, closet, dresser, & table (*all high-touch surfaces*)
  - Dampen a rag with water & spray it with disinfectant. Wipe down bunks and high touch areas. Allow areas to dry.
  - Dampen a separate rag with water & spray damp rag with sanitizer. Wipe down bunks and high touch areas. Allow areas to dry
- Sweep & mop rooms. To prepare the mopping solution, pour about a third cup of disinfectant into the mop bucket then fill it about halfway full.

## Bathrooms - To Be Done At Least Once A Day & At End Of Session

**NOTE:** Do not mix Norwex with any sanitizer. Mix it with only water.

- End Of Week: ensure dirty rugs are brought to the Laundry House
- Disinfect & Sanitize sink & counter
  - Spray sink & counter with disinfectant. Let spray sit for at least 60 seconds. Wipe sink & counter with a rag.
  - Spray sink & counter with sanitizer. Let spray sit for at least 60 seconds. Wipe sink & counter with a rag.
- Disinfect & Sanitize toilet & toilet bowl
  - Spray toilet with disinfectant. Let spray sit for at least 60 seconds. Wipe the toilet with a rag.
  - Spray toilet with sanitizer. Let spray sit for at least 60 seconds. Wipe the toilet with a rag.
    - **NOTE:** be sure to spray and wipe down the seat, top of the toilet, base of the toilet, and sides
  - Pour toilet bowl cleaner onto toilet bowl brush. Clean the inside of the toilet bowl with the brush.
- For Cabins With Showers: Disinfect & Sanitize shower and remove drain of any hair
  - Spray tub/shower with 'Comet'
  - Use green scrub in tote to wipe away any stains
  - Rinse and wipe down with a Norwex Cloth
- Empty trash and put in new bags (leave at least 2 new bags in bottom of each basket)
- Replenish toilet paper and leave 2 extra rolls on the back of each toilet
- Sweep & mop rooms. To prepare the mopping solution, pour about a third cup of disinfectant into the mop bucket then fill it about halfway full.