

School Housekeeping Standards Checklist

A practical management checklist for principals, administrators, estate heads and facility managers. Use it to identify training needs - not as a statutory or regulatory compliance certificate.

School: _____	Date: _____
Reviewed by: _____	Team size: _____

1. Washroom hygiene

Check	G	A	R	Notes / action
Cleaning sequence and frequency are defined	☐	☐	☐	
High-touch points are included in routine	☐	☐	☐	
Consumables are checked before shortage	☐	☐	☐	
Toilet tools are segregated from other areas	☐	☐	☐	
Odour, drainage and plumbing issues are escalated	☐	☐	☐	

2. Classrooms, corridors & common areas

Check	G	A	R	Notes / action
Cleaning timing reduces slip/trip risk around students	☐	☐	☐	
Dust is removed rather than redistributed	☐	☐	☐	
Wet-floor warnings are used when required	☐	☐	☐	
Frequently touched surfaces are included	☐	☐	☐	
Furniture and fixtures are cleaned safely	☐	☐	☐	

3. Chemicals & PPE

Check	G	A	R	Notes / action
Working containers are labelled	☐	☐	☐	
Dilution method is understood for each product	☐	☐	☐	
Storage prevents student access and food contamination	☐	☐	☐	
Unauthorised chemical mixing is prohibited	☐	☐	☐	
Required PPE is available and used correctly	☐	☐	☐	

4. Tools & equipment

Check	G	A	R	Notes / action
Mops, cloths, brushes and buckets are serviceable	☐	☐	☐	
Colour coding or another segregation method is understood	☐	☐	☐	
Machines receive pre-use checks	☐	☐	☐	
Damaged tools/equipment are removed and reported	☐	☐	☐	

5. Grooming, conduct & communication

Check	G	A	R	Notes / action
Uniform and personal hygiene expectations are clear	☐	☐	☐	
Workers understand access rules for classrooms/restricted areas	☐	☐	☐	
Communication is respectful and role-appropriate	☐	☐	☐	
Found items, incidents and hazards are reported correctly	☐	☐	☐	
School safeguarding procedures are understood at the required level	☐	☐	☐	

6. Waste & spill response

Check	G	A	R	Notes / action
Waste segregation method is understood	☐	☐	☐	
Bins are clean, labelled where required and serviced	☐	☐	☐	
Collection route avoids unnecessary student/food-area exposure	☐	☐	☐	
Spill response and escalation are clear	☐	☐	☐	

7. Supervisor control

Check	G	A	R	Notes / action
Opening/closing checks exist for priority areas	☐	☐	☐	
Complaints and defects trigger corrective action	☐	☐	☐	
New workers receive induction before independent work	☐	☐	☐	
Recurring gaps lead to coaching/refresher training	☐	☐	☐	
Handover records identify unresolved issues	☐	☐	☐	

8. Training evidence

Check	G	A	R	Notes / action
Attendance is recorded for formal training	☐	☐	☐	
Practical tasks are observed, not only explained	☐	☐	☐	
Refresher needs are linked to observed gaps	☐	☐	☐	
Training, participation and certification claims are kept distinct	☐	☐	☐	

Scoring guide

GREEN	Standard is understood and consistently visible.	Maintain and verify periodically.
AMBER	Standard exists but execution is inconsistent.	Coach, demonstrate and re-check.
RED	Standard is unclear, absent or unsafe.	Correct immediate risk and prioritise training.

Want Safa Soch to review this with your team? Request a School Housekeeping Standards Assessment at safasoch.com/school-housekeeping-assessment.php

Important: This checklist is a training-needs and management tool. It does not replace the school's statutory obligations, safeguarding policy, product manufacturer instructions, SDS requirements, occupational safety processes, infection-control protocols or any legally required inspection.