

**Housekeeping/Cleaning Checklist**

Action	Needed?	Priority	Notes
Assign responsibility for routine cleaning			
Assign responsibility for cleaning supervision			
Review/improve cleaning practices			
Design/implement cleaning schedule			
Design/implement cleaning inspection procedures			
Review/revise institutional trash removal practices			
Purchase vacuum			
Purchase book cart or other mobile "temporary storage" for use during cleaning of shelves			
Create/adopt a housekeeping manual			
Train staff			
Other			
Other			
Other			