

CENTER MAINTENANCE

Month _____

Items to be completed Daily:

Classroom ☐

Sanitize toys	Wipe tables
Empty trash	Wipe/wash trashcans
Clean sinks/mirrors	Spot check classrooms
Wipe down cots	Wipe kids chairs
Sweep floors	Check outlet covers (closing & opening)
Ensure walkways and storage areas are free of clutter	
Open doors/windows to increase air flow (closing & opening)	

Bathrooms ☐

Clean sinks/mirrors	Wipe under changing table mat
Refill dispensers	Spot mop & wipe walls as needed
Disinfect sinks/counters/toilets	

Outside ☐

Safety Inspection*(Snakes, mushrooms, broken equipment, perimeter check...)	
Sanitize drinking fountain	
Sanitize water table	Inspect/cover sandbox
Sweep	Empty trash
Items in shed are put away in a safe manner and the shed is free of clutter	

Items to be completed one time per month ☐

Clean classroom shelves and remove excess tape and Velcro
Wipe down walls in the bathrooms
Straighten the outside sheds
Organize the offices
Wipe down office shelves, desks, and telephones
Organize the staff area and remove outdated material from the staff board
Organize parent board and remove outdated material
Organize the resource library and discard outdated catalogues
Organize storage areas (classroom, play yard, and supply)
Restock and organize the first aid kits including the fanny pack
Check the batteries in the emergency lighting (flashlights)
Inspect/rake fibar as needed

Signature

Date

*Maintain on file at the site for one year