

## CENTER MAINTENANCE

<b>PURPOSE</b>	To ensure that the center is safe, monitored, and cleaned on a regularly scheduled basis.
<b>WHO/WHEN COMPLETED:</b>	All staff members are responsible for keeping the center clean. This should be revisited during the site/safety meeting each month. The <i>Head Teacher/ Site Supervisor</i> will complete the Center Maintenance form at the end of each month.
<b>HOW TO FILL IT OUT:</b>	<ol style="list-style-type: none"><li>1. Assign duties to staff at the beginning of the school year and hang the checklist tools in the classrooms/office areas.</li><li>2. At the end of each month complete the Center Maintenance Form.</li><li>3. Ensure that all daily and monthly items have been completed.</li><li>4. Check each box, sign, and date.</li></ol>
<b>CHILD PLUS DATA ENTRY:</b>	N/A
<b>WHERE TO FILE:</b>	To be maintained in a file on site for one year by the Head Teacher/Site Supervisor. Check off that the Center Maintenance has been completed on the End of Month paperwork checklist.
<b>IMPORTANT NOTES:</b>	This form is used as a monitoring tool and will be checked by managers during site visits and monitors.