

**DAILY CENTER MAINTENANCE CHECKLIST**

DUTY	PERSON RESPONSIBLE	MON.	TUE.	WED.	THURS.	FRI.
<b>CLASSROOM</b>						
Sanitize toys						
Empty trash						
Clean sinks/mirrors						
Wash linens/cots PreK- Wkly/IT-Daily						
Sweep floors						
Wipe tables/chairs						
Wipe /wash trashcan						
Spot check classrooms						
Check outlet covers (closing & opening)						
Walkways free of clutter						
Open doors/windows (closing & opening)						
<b>BATHROOMS</b>						
Clean sinks/mirrors						
Refill dispensers						
Wipe under changing table mat						
Disinfect sinks / counters / toilets						
Spot mop & wipe walls as needed						
<b>Outside</b>						
safety inspection (any hazardous items)						
Sanitize water table						
Sanitize drinking fountain						
shed is clutter free						
Inspect/cover sandbox						
empty trash/sweep						