

DAILY CENTER MAINTENANCE CHECKLIST

| DUTY | PERSON RESPONSIBLE | MON. | TUE. | WED. | THURS. | FRI. |
|---|--------------------|------|------|------|--------|------|
| CLASSROOM | | | | | | |
| 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) | | | | | | |
| BATHROOMS | | | | | | |
| Clean sinks/mirrors | | | | | | |
| Refill dispensers | | | | | | |
| Wipe under changing table mat | | | | | | |
| Disinfect sinks / counters / toilets | | | | | | |
| Spot mop &wipe walls as needed | | | | | | |
| Outside | | | | | | |
| safety inspection (any hazardous items) | | | | | | |
| Sanitize water table | | | | | | |
| Sanitize drinking fountain | | | | | | |
| shed is clutter free | | | | | | |
| Inspect/cover sandbox | | | | | | |
| empty trash/sweep | | | | | | |