

DAILY CENTER MAINTENANCE CHECKLIST

DUTY	PERSON RESPONSIBLE	MON.	TUE.	WED.	THURS.	FRI.
CLASSROOM						
Sanitize toys						
Empty trash						
Sanitize cots (as needed)						
Clean sinks/mirrors						
Wash linens PreK-Weekly/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						