

MONTHLY CENTER MAINTENANCE CHECKLIST

DUTY	PERSON RESPONSIBLE	DONE
Clean shelves and remove excess velcro and tape		
Wipe down bathroom walls		
Straighten the outside sheds		
Wipe down office shelves, desks, and telephones		
Organize the staff area and remove outdated materials from the staff board		
Organize the parent board and remove outdated materials		
Organize the resource library and discard outdated catalogs		
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 (woodchips) as needed		