

## Daily Closing Duties For All Classrooms

1. All Toys and Educational Material MUST be SANITIZED everyday => All toys in buckets must be soaked in Clorox solution and left to dry overnight
2. Before you leave the room, all toys must be on shelf in an organized manner and in correct places
3. Throw trash daily and put a new trash liner in daily
4. All food must be swept up, table and counters are wiped with Clorox solution
5. Make sure all lights, fans, computers, CD players and other electronic devices are turned off before leaving the room
6. Make sure all children's drinking cups / water bottles. Bags. Folders. Dirty clothes are sent home everyday
7. Send home daily reports in daily folders for each child
8. All diapers and wipe boxes should be in their appropriate places and labeled
9. Check to make sure that ALL children are signed out when they leave at the end of the day
10. Drop all dirty linens in wash basket on Fridays for washing
11. Teachers on playground duty must make sure that grounds are clean of trash and all toys put in their places in an organized fashion
12. Discard all solutions of bleach and water

### REMINDER

**Children's diapers are to be checked frequently for BM diapers. The usual time to change student's diapers is every 2 hours unless a BM diaper is in between.**

### END OF DAY CHECK LIST

CLASSROOM: \_\_\_\_\_ DATE: \_\_\_\_\_

|                                                                                      |   |
|--------------------------------------------------------------------------------------|---|
| - Clean & Disinfect Toys                                                             | - |
| -                                                                                    |   |
| - Clean & Disinfect Educational Material                                             | - |
| - Put back in place special material / toys                                          | - |
| - Toys / Material in order /sorted in centers                                        | - |
| - Clean & Disinfect Tables                                                           | - |
| -                                                                                    |   |
| - Pick up trash and put it in specified trash can                                    | - |
| - Sign in list ready for following day                                               | - |
| -                                                                                    |   |
| - Snack tub clean and ready for following day                                        | - |
| - Annotations for children's portfolio?                                              | - |
| -                                                                                    |   |
| - Turn off all lights (closing person)                                               | - |
| -                                                                                    |   |
| - Turn off AC/Heat – 2 - (closing person)                                            | - |
| - Playground toys back in place                                                      | - |
| -                                                                                    |   |
| - Playground door locked (closing person)                                            | - |
| - Centers ready?                                                                     |   |
| -                                                                                    |   |
| - Sent home: Potty note, how was my day note? – Infants, Toddlers, early preschool - |   |
| - Kitchen dishes / material back in place                                            |   |
| - Discard all solutions of bleach and water                                          |   |

### CLASSROOM CLEANING DUTIES

#### Daily Cleaning Duties For Every Teacher

1. Take your trash out daily which includes bathroom trash in your rooms
2. Disinfect changing tables and toys
3. Organize toys and room
4. Wipe down desks
5. Spray room with air freshener
6. Daily mopping for wood floor classrooms in infants, One yrs and Two yrs
7. Supply your restroom with paper towels, soap and toilet papers

### WEEKLY CLEANING DUTIES ON YOUR DESIGNATED CLEANING DAYS

#### Daily Cleaning Duties For Every Teacher

1. Vacuum rooms
2. Wipe down bathrooms
3. Mopping floors in bathrooms not necessary in 3's and 4's classrooms. However, make sure that floors are clean of toilet paper and do not smell. Use Clorox wipes or 4 step sanitizing process to wipe up dirty areas on floors in bathrooms.  
*Cleaning staff will do major cleaning of floors.*
4. Make sure all trash is emptied and replace the trash bag

### THE GOAL IS TO HAVE

**CLEAN, NEAT, ORGANIZED, PLEASANT SMELLING ROOM**