

Daily Check List

E-457

CLASSROOM

Month:	Date:	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.	
	Purses out of reach.																					
	Equipment free of protruding nails/bolts.																					
	Lids on trash cans.																					
	Mix Clorox solution (1 tablespoon bleach to 1 quart water; Date & Initial), To Sanitize.																					
	Mix Soap & Water solution (Date & Initial) To Clean with.																					
	Mop, vacuum and dust.																					
	Sanitize toys																					
	Clean switches, handles, and door knobs																					
	Clean and sanitize tables before and after meals and as needed																					

Name of Classroom:

1/5/2009

Daily Check List

KITCHEN

Month:	Date:	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.
		Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.
	Sanitize sinks and countertops															
	Empty trash															
	Mop the floor															
	Clean switches, handles, and door knobs															
	Clean and wipe soap and paper towels dispensers (refill as needed)															

RESTROOM

Month:	Date:	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.
		Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.	Mon.	Tue.	Wed.	Thur.	Fri.
	Empty trash															
	Clean mirrors															
	Mop the floor															
	Clean switches, handles, and door knobs															
	Clean sinks and countertops															
	Clean toilets and as needed during the day															
	Spot clean walls and toilet partitions															
	Clean and wipe soap and paper towels dispensers (refill as needed)															

Name of Classroom: