Please add the date(s) to the top of the column and initial on the task that you have completed Task highlighted in yellow are to be completed by Senior Leaders or Management staff.

Month____

IVIOTILIT	 _							
Daily Front Desk Tasks								
Add waivers to Square								
Add emails to Mail Chimp								
File Waivers								
Print/restock needed forms								
Write all messages in the message book as received								
Check voicemail								
Return calls								
Check/return emails								
Check/return bday request								
Check /return playdate request								
Daily Play Lounge Task								
Reset toys for PLAY. Every 30-45 minutes or as needed								
Dust								
Clean cafe tables every 30 - 45 minutes or as needed								
Sweep tile/ carpet								
Sweep sandbox area as needed								
Wipe down chalk wall								
Check bathrooms(smell, well stocked, clean floor)								
Change cafe garbage as needed								
Wipe out microwave/ refrigerator								
Restock snacks/beverages								
Lobby Task								
Marketplace/boutique (straighten)								
Clean lobby door windows in/out								
Sweep floor								
Straighten magazine/card area								
Dust								
					_			

Always do a final round of cleanup 15-20 minutes before the end of your shift

Please add the date(s) to the top of the column and initial on the task that you have completed Task highlighted in yellow are to be completed by Senior Leaders or Management staff.

Month______

WOTHIT	dates	dates	dates	dates
Weekly Task	-	-	-	-
Crevice Cleaning (bi-weekly)				
Clean Windows - Outside				
Clean Windows - Inside				
Clean Lobby Carpets				
Dust				
Check toys for loose screws				
Toy safety recalls (bi-weekly)				
Inventory/check expiration dates				
Empty recycling paper/ plastic				
Clean coffee machine, refrigerator and Mop sink/ refill soap,				
Update chalk board				
Lesson Plans (craft, sensory play, story, movement, paint project of the week)				
Update chalk wall calendar (monthly)				
Dry erase/bleach chairs, tables, walls				
Buzz Board updates				
Steam Carpets (bi-weekly)				
Check to see what items need to be restocked				