

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

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 _____

	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				