

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 \_\_\_\_\_

| Restock Items                                  | dates | dates | dates | dates | dates | dates | dates | dates |
|--|-------|-------|-------|-------|-------|-------|-------|-------|
|  | -     | -     | -     | -     | -     | -     | -     | -     |
| Bleach   |       |       |       |       |       |       |       |       |
| Vinegar  |       |       |       |       |       |       |       |       |
| Lysol  |       |       |       |       |       |       |       |       |
| Lysol Wipes                                    |       |       |       |       |       |       |       |       |
| Air Freshner                                   |       |       |       |       |       |       |       |       |
| Toilet Paper                                   |       |       |       |       |       |       |       |       |
| Paper Towel                                    |       |       |       |       |       |       |       |       |
| Soap   |       |       |       |       |       |       |       |       |
| Hand Sanitizer                                 |       |       |       |       |       |       |       |       |
| Garbage bags                                   |       |       |       |       |       |       |       |       |
| Plastic Gloves                                 |       |       |       |       |       |       |       |       |
| Ink - Black                                    |       |       |       |       |       |       |       |       |
| Ink - multi color                              |       |       |       |       |       |       |       |       |
| Snacks   |       |       |       |       |       |       |       |       |
| Beverages(sodas,<br>water, coffee, condiments) |       |       |       |       |       |       |       |       |
| Cleaning rags                                  |       |       |       |       |       |       |       |       |
| Socks  |       |       |       |       |       |       |       |       |
| Paint  |       |       |       |       |       |       |       |       |
| Bubbles  |       |       |       |       |       |       |       |       |

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