

Everyday Cleaning Procedures - End of Day



Date : _____

Task Completed - Initials

Gym Area

- Make sure all mats/equipment are neat, organized, and where they belong
- Make sure all cones are in their proper place
- Make sure all preschool supplies are neat & organized on cube shelves
- Make sure coach's command center is clean, neat, & re-organized
- Vacuum black walkways and spot vacuum entire gym floor surface

Kitchen/Back Storage

- Storage Shelves organized
- Desk cleared & cleaned
- Refrigerator
- Microwave
- Sink & Counter

Front Desk Area

- All desk areas cleared & cleaned
- Floors are swept & mopped
- Telephone & key pads wiped down
- First Aid/Miscellaneous supplies neat & organized
- Heat Press under counter
- Sink & Counter

Seymour's Office

- Shelves are organized
- Floor is clean & clear
- Mop is stored properly
- Mop sink is rinsed out
- Bday Supplies are organized & straight
- All empty boxes/trash are taken to the dumpster
