

Biweekly (Weekend) Cleaning Checklist

Task	Done
Using a 1:100 bleach-water solution wipe around inside of windows frames, window sills, glass bottles and baseboards (place the tables and shelves back after they have been cleaned).	
Clean windows between rooms with Windex. Lysol Spray all the door knobs, pillows and stuffed toys that are out.	
Clean paint easel and small shelf to the right of easel also replace newspaper over the easel . Cover the two art tables with newspaper (the tape to secure newspaper is located on the shelf by the easel).	
Clean chalkboard and ledge.	
Wipe down all chairs, tables, dress-up and kitchen furniture, stair railings and all shelves. (sandbox & lower shelf, puzzle area, block area and play dough area) with warm soapy water.	
Wash the inside and top of all children's cubbies and clean underneath with the swiffer mop.	
Sweep and mop all vinyl floors and bathroom floors (move all items and cleaning under them). Shake any mats or bring home to wash if needed. Please place items back once cleaned.	
<p>Vacuum all carpeted areas (including stairs & upper hallway) office, circle rooms and the back room.</p> <p>The vacuum is located in the furnace room. Clean out the container and the filter before hand. The extension cord is in the kitchen area and must be used for upstairs. The outlet is in the kitchen upstairs. The vacuum is big so be careful when taking it up the stairs.</p>	
Bleach water table and buckets under the table using a 1:100 bleach-water solution. Leave soaking and complete other tasks. Empty before leaving and remove the lid to allow the items to air dry.	
Clean counter top, sink, garbage pail and laundry hamper in the kitchen (please take the laundry home for washing)	
<p>Empty and clean the dehumidifier with 1:10 bleach & water solution.</p> <p>Wipe around the children's and adults hand-washing sink. Make sure there is a supply of paper towel and soap dispenser is full.</p>	

Important: The drain pump for the kitchen sink needs to be turned on and off for the sink to drain. The switch is located on the right wall beside the sink. Remember to turn the switch OFF when done.

Don't forget:

1. Make arrangements to sign out the key. Sign out sheet is located on the Policies and Procedure bulletin board. The key to the office is also on the key ring.
2. You will be partnered with another family; you may want to coordinate work with them. No cleaning to be done on Thursday evening or during church service.
3. Cleaning supplies are located in the bathroom and in the kitchen cupboards (if you notice any cleaning supplies that are needed please add this to the supplies binder on the side of the cubbies). Plastic bags for the diapers are located in the change table drawer, garbage bags for the bathroom garbage pails are at the bottom of the pails. The garbage is to be taken out to the front and placed in the large bins.
4. At times there may be toys to wash in a bleach solution or other tasks as requested by the teachers. A note from the teachers with the details to these tasks will be left on the kitchen counter.

Garbage Day is Friday

Recycling schedule is located on the bulletin board by the sink in the kitchen.

Thanks for your help!

Bi-weekly cleaning tasks completed:

Signature 1 _____ Date: _____

Signature 2 _____ Date: _____