

Cleaning Process For Art Room
Cleaning caddy is in the In janitor's closet with instructions

- Wipe down all tables and chairs
 - Simple Green Spray
- Use sanitizer on all High touch areas
 - Door handles
 - Light switch
 - Cubbies
 - Hooks
 - Soap and paper towel dispenser
- Wipe down sink and counter area
 - Simple Green Spray
- Spray and wipe and items that have a sanitize sign on it.
 - Simple Green Spray
- Straighten and restock cups, napkins, plates ect. above the sink
- Restock paper towels, soap dispenser, or Hand Sanitizer
- Close any windows that maybe opened
- Sweep and mop floor every time with bona mop pad, and dust pad
- Restock the cleaning caddy with any items needed
 - Place dirty pads in bag and replace clean pads in caddy
- Check with teachers in Carpet room to see if any other items need cleaned
- Clean the hallway bathrooms
 - See bathroom instructions
- Before exiting the building
 - Empty trash and replace with new bags
 - Remove you gloves and discard in the trash bag you have
 - Please wash your hands
 - Bring the trash bag with you to dispose of.

***** please be aware when we ask you to clean an area, we do ask that you clean all available surfaces, AS WELL AS all items that pertain to it, even the bin or cubby that it is in *****

Cleaning Process For Carpet Room

Cleaning caddy is in the cabinet above the bathroom toilet with instructions

- Wipe down all tables and chairs
 - Simple Green Spray
- Use sanitizer on all High touch areas
 - Door handles
 - Light switch
 - Soap and paper towel dispenser
- Wipe down all items on the boards in the calendar/carpet area
 - Simple Green Spray
- Spray and wipe and items that have a sanitize sign on it.
 - Simple Green Spray
- Spray and wipe any items in the dirty toy bin if needed
- Wipe down reading area
 - Spray couch with disinfectant and wipe down
 - Sanitize any books used
 - Sanitize any headphones used
- Wipe and sanitize all areas of dramatic play
- Wipe and/or sanitize all blocks, legos, or small items
- Clean the bathrooms
 - See bathroom instructions
- Restock paper towels, soap dispenser, or Hand Sanitizer
- Secure cleaning supply, and restock
- Close any windows that maybe opened
- Sweep the floor
- Check with teachers to see if any other items need cleaned
- Before exiting the building
 - Empty trash and replace with new bags
 - Remove you gloves and discard in the trash bag you have
 - Please wash your hands
 - Bring the trash bag with you to dispose of.

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