

# Close Checklist

- Make sure water cups, dishes and toys are washed, rinsed and sanitized in all kitchens and drying
- Make sure baby gates are closed – kitchenette and stairs
- Make sure both closets are locked
- Make sure all classrooms and restrooms are clean, tidy, sanitized and ready for children in the AM
- Check all locks are on gates
- Make sure snack is ready and downstairs for AM
- Gather and wash water jugs (if needed)
- Turn all lights and fans off
- All iPads and walkies are plugged in and charging
- iPad is plugged in and charging
- Make sure windows are closed
- Make sure filing cabinet in Director's office is locked
- Make sure all doors are locked and front door is locked behind you