

Cleaning Schedule

Upstairs

Bathrooms

- Clean and sanitize sinks and faucets
- Clean and sanitize toilet and toilet seats
- Restock toilet paper, soap, paper towels
- Sweep
- Mop
- Empty trash and reline trash can

Kitchens

- Empty trash and reline trash can
- Empty Recycling
- Put up all dry dishes from previous wash
- Wash all dishes and leave to air dry
- Clean and sanitize all worktops, sinks and tables
- Clean and sanitize chairs as needed
- Clean and sanitize microwave
- Sweep
- Mop
- Restock soap and paper towels
- Restock hand sanitizer
- Put all used blue towels to wash
- Clean and sanitize inside fridge
- Check dates on food stored
- Check all food is labeled and dated
- Take extra plates, bowls and cutlery to KO Café

Cleaning Schedule

Upstairs

Staff Area

- Restock center forms
- List any copies needed
- Sweep
- Mop
- Vacuum carpet
- Make sure computers are turned off
- Empty trash and reline trash cans (in both offices also)
- Empty Recycling (in both offices also)
- Restock hand sanitizer

Art/ Supply Room

- Check supplies are neatly put away
- Check and document any needed supplies
- Empty trash and reline trash can
- Empty Recycling
- Sweep
- Mop

Laundry Room

- Check no laundry left in washer
- Check and document laundry supplies
- Empty trash and reline trash can
- Sweep
- Mop

Nursing Room

- Clean and sanitize tables
- Clean and sanitize breast milk holder
- Spray chair with Lysol spray
- Turn off sound machine
- Empty trash and reline trash can
- Sweep
- Mop
- Vacuum carpet
- Restock hand sanitizer