

# **School District Classroom Checklist**

Month \_\_\_\_\_

Room \_\_\_\_\_

Staff Initial each box when done

Daily Tasks	WEEK 1					WEEK 2					WEEK 3					WEEK 4				
	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Clean easel																				
Clean water table/toys																				
Clean sand toys																				
Clean paint smocks																				
Check safety plugs																				
Check room for supplies (e.g. cups, towels, tissue)																				
General straightening of materials																				
Maintain bulletin boards & displays																				
Keep all furniture tops clutter free																				
Remove unsafe, broken materials & report																				
Sweep floor																				
Check cleaning service has vacuumed rugs and if not, report																				
Wash tables & chairs																				
Playground - Check for debris, remove and report broken items																				
Wipe door and cabinet handles & phones																				
Clean diapering containers, if used																				

Weekly Tasks	Week 1	Week 2	Week 3	Week 4
Sterilize Shelves & Cubbies				
Sterilize dolls, blocks, manipulatives, etc.				
Organize materials in Classroom Cabinets by type and label accordingly				

Monthly Tasks	Comments
<b>Wash:</b> Doll clothes	
Dramatic play clothes	
<b>Clean:</b> All materials	

**Always:** - use bleach water when cleaning (1/4 cup per 1 gallon water)

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Teacher sign off after review and submit to EC Quality Assurance Manager at the end of each month**