

## 2s & 3s Daily Cleaning Checklist



- **Vacuum**
  - Place chairs on top of tables.
  - Vacuum floor. (Vacuum is stored in the storage closet at the top of the stairs by the 2/3s classroom). Outlet is located next to the blue toy shelf next to the classroom door. Replace outlet guard when finished.)
  - Return chairs to the floor and place at tables.
  
- **Clean Tables**
  - Spray tables with Pure Green. **Let sit for 2 minutes.**
  - Use damp green microfiber towel to thoroughly wipe down each table.
  
- **Doors/Light Switches**
  - Spray light switch and door knob with Pure Green.
  - **Let sit for 2 minutes** and then wipe clean with microfiber cloth.
  
- **Trash Cans**
  - Consolidate all trash into one bag, replace the liners as needed. Take trash outside to dumpster.
  
- **Kitchen Duties**
  - **Rinse Microfiber Towel** with hot water and wring thoroughly so it does not drip. Hang on one of the hooks to the right of the door inside the toy closet (located in the gym).
  - **Clean Wash Basin and Drink Pitchers** with soap and water and dry with paper towels.
  - **Sanitize Sponges** by placing them in the microwave on high for 2 minutes.
  - **Clean Paintbrushes** and/ or containers from project time.
  - **Wash Cooking Items**, if needed, and allow to dry on racks in kitchen.
  - **Return** all other items to classroom.

### AM Class Parents:

- **Adult Bathroom** (located across from 4s room)
  - Hang the **“Cleaning in Progress”** Sign on the front of the door. (It’s stored on the back side of the door inside the bathroom)
  - **Check the Floor** for any paper and place in trash.
  - **Spray the Toilet Seats and Handle** using Pure Green and **let sit for 2 minutes,** then wipe down with a damp paper towel.
  - **Spray Around Sink and Faucet** using Pure Green and **let sit for 2 minutes,** then wipe down with a damp paper towel.
  - **Empty Garbage** and replace liner, if needed. Please check to make sure no dirty diapers are left behind.

### PM Class Parents:

- **Main Hallway & Entry**
  - Sweep the main hallway and entry with large broom.
  - Use Dustpan to collect debris
  - Vacuum the rugs and carpet at main entry

Remember to take home any extra snack and your child’s sharing toy if applicable.

**Thank you for helping today!**