



Extraordinary Education for the price of Ordinary Child Care

Cleaning Procedure for Early Beginnings

Daily

Empty trash, bring it to dumpster

1. Bathrooms

- Use the Mr. Clean spray on sinks
- Use green ecolizer spray around toilet base
- Use about one cup of Mr. Clean in black bucket and fill with water. Scrub whole toilet and pour some of the Mr. Clean solution into the bowl.

2. Vacuum all rugs and carpets

3. Floors

- Use smaller broom to get sand out of corners and away from walls
- Use big broom for all other tile areas.
- Once floors are swept mop all tile
- 1/4 cup cleaner of per gallon of water

4. Hose - Make sure hose is turned off inside and out

5. Sand - Rake sand on playground fall zones daily to maintain the appropriate amount of insulation. Rakes must be stored away from children's access.

Weekly

1. At the end of the week make sure sleeping items go home to be washed
2. Clean cubbies-emptying all items from cubbies that have not gone home
3. Dust top of cubbies
4. Check for fingerprints on woodwork. Spot clean those places
5. Check for maintenance issues and put on list for John
6. Remove all tape that isn't holding something up
7. Wipe down chairs
8. Rake sand under swings

Monthly

- 1. Check safety issues on playground**