



Ellington Cleaning Instructions

Daily

- Empty trash and put into trash can outside, then bring it out to dumpster
- **Bathrooms**
 - Use all-purpose cleaner spray on sinks
 - Use green enzyme spray around toilet base
 - Use about one cup of all-purpose cleaner in black bucket and fill with water. Scrub whole toilet and pour some of the cleaner solution into the bowl.
- **Vacuum all rugs and carpets**
- **Kitchen**
 - Gather dishes from around building and wash them according to the dish washing policy
 - Spray counters and sink with counter top cleaner and wipe clean
 - Check microwave and top of refrigerator for cleanliness and clean as necessary
- **Floors**
 - 3 pumps (3 oz.) of floor cleaner per gallon of water
 - 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
- **Sand**
 - Rake sand on playground fall zones daily to maintain the appropriate amount of insulation. Rakes must be stored away from children's access.

HOSE - Make sure hose is turned off

Weekly

- At the end of the week make sure sleeping items go home to be washed
- Clean cubbies-emptying all items from cubbies that have not gone home
- Dust top and bottom of cubbies
- Check for fingerprints on loft and other woodwork. Spot clean those places
- Check for maintenance issues and put on list for John
- Remove all tape that isn't holding something up
- Wipe down chairs

Monthly

- **Check safety issues on playground**