



Cleaning Procedure for Tolland

- Wash dishes, wipe down counters, stove top and microwaves. Wash inside of microwaves once a week and as needed
- Wipe all tables with Clorox wipes and stack chairs on top of tables
- Sweep ALL tile floors and cubby areas. Use small broom to sweep out cubbies.
- Mop all tile floors with damp mop. You need to mix 2 pumps of damp mop per each gallon of water. Use 4-5 gallons of water per mopping.
- Rinse out the mop head and rest it in the sink to dry when done.
- Vacuum ALL carpets and carpeted areas including upstairs of the loft and stairs, and the office
- Bathrooms need to be cleaned thoroughly every night. Wipe down door knobs, soap dispensers, paper towel dispensers, toilet paper holders and tops and backs of toilets with Clorox Wipes. Check walls for dirt and paint use Clorox wipes to clean the walls.
- Use Clorox wipes to wipe the seats of the toilets and use ecolizer to clean inside bowl, under the seat and all around the base of the toilets. To mix ecolizer, fill WHITE bucket to the 1 gallon marker with WATER and add 2 oz (2 pumps) of the ecolizer. This is a very strong cleaner.
- DO NOT get on your skin. IF you do, **rinse immediately**.
- Clean sinks and faucets with Clorox wipes every night and wash them with soft scrub once a week.
- Please wipe door knobs, handles and railings with wipes when washing tables
- Wipe railings to loft and doorway to house twice a week.
- Dust the tops of cubbies/shelves every week.

- Make sure all windows are closed and locked
- Check maintenance issues on playground weekly, including raking of sand under swings when needed.
- Rake sand on playground fall zones daily to maintain the appropriate amount of insulation. Rakes must be stored away from children's access.
- Turn heat to 60 in the winter/ AC off in summer

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