



Extraordinary Education for the price of Ordinary Child Care

## STAFF CLOSING PROCEDURES

### ALL CLOSING STAFF SHALL BE RESPONSIBLE FOR:

(Note: All cleaning activities are to be begun prior to the close of school, about 5:00 p.m. or when the number of students has dropped substantially. **Children must have one teacher with them at all times**)

1. Cleaning restrooms using appropriate cleaning materials (check staff cleaning procedures)
2. Vacuuming rugs, sweeping and mopping floors
3. Sweeping cubbies twice a week
4. Emptying all trash and recycling to the dumpster and replacing black and white trash bags as needed
5. Making sure all food is covered, put away properly, and pitchers are empty and washed
6. Washing tables, counters and doorknobs
7. Putting up chairs
8. Emptying bleach bottles, placing upside down in the kitchen sink
9. Locking gate (n/a at some facilities)
10. Locking all windows and doors
11. Turning down heat to 63 degrees or air conditioning to 75 degrees
12. Locking doors and turning off lights after last child has left
13. Turning off hose both inside and out

revised 7-1-17