



## **CLASSROOM CLOSING PROCEDURES CHECKLIST**

### **Closing Procedures For Each Classroom:**

- Clean and disinfect all surfaces including:**
  - countertops**
  - tables**
  - chairs**
  - ledges (these should be free of clutter but may be dusty)**
  - sink**
- Take our trash in your classroom. If there is not much trash in the garbage can in your classroom, consolidate with other trash cans minimize the amount of garbage bags being used.**
- Sweep**
- Mop**

### **Fridays (In addition to the list above):**

- Clean and sanitize all toys. Toys can dry on counters or table tops.**
  - a. You may filter through the toys on a weekly basis.**
- Infant Room- Collect sheets that have not gone home and put them in the laundry.**
- Infant Room- Bottle warmers need to be emptied and sheets from cribs need to go laundry.**