



CENTER OPENING AND CLOSING PROCEDURES CHECKLIST

Opening Procedures:

- _____ Turn on the lights.
- _____ Check Voicemail. (See instructions posted above the phone.)
- _____ Put away all dishes that were cleaned the previous night.
- _____ Mondays- Put away laundry.
- _____ Mondays- Infant Room- Put new sheets on the cribs and boppys.

Closing Procedures:

- _____ Make sure that all dishes, including bottles, are washed following the dishwashing procedure. Closer should double check this is done before leaving.
- _____ All classrooms are clean. (See the Classroom Closing Checklist displayed in each classroom) Closer should double check this is done before leaving.
- _____ Take out trash including in the kitchen, bathrooms and office. If there is not much trash in a garbage can, consolidate with other trash cans to minimize the amount of garbage bags being used. Closers should double check this is done in all rooms.
- _____ Take out recycling.
- _____ Restock Kleenex and towel dispensers.
- _____ Sweep hallway and gym.
- _____ Mop hallway and gym.
- _____ Infant Room- Bottles need to be washed and bottle warmers filled.
- _____ Friday: Collect sheets that have not gone home and put them in laundry.
- _____ Friday- Infant Room- Bottle warmers need to be emptied and sheets from cribs need to go laundry.