

## Cleaning Duties

Daily Cleaning Tasks

Date: \_\_\_\_\_

	MON	TUE	WED	THR	FRI
Clean and sanitize after each use: Sinks, Toilet, Tables and Chairs					
Counters					
High Touched Areas like: Phone, Pens and Sign-In Sheet, Lightswitches, Doornobs, Blinds, Fridge Door, Microvave, Soap Dispencer					
Wash personal washingcloth in the end of the day					
Laundry					
Sweep the floor/Vacuum					
Take Out Garbage					
Sanitise Toys					
Sanitise Shelves					
Wash Tools and Dry Them					
Empty the Fire Circle					
Empty the sink and put away all washed items					
Pack and Store Away all Outdoor Tools					



Fern Flower - Nature School  
 Location: 3827 Charlton Dr, Qualicum Beach, BC V9K1Z3  
 Phone Number: 250-299-2054  
 E-mail: [fernfloweratureschool@gmail.com](mailto:fernfloweratureschool@gmail.com)

## Weekly Cleaning Tasks

Date: \_\_\_\_\_

	W 1	W 2	W 3	W 4	W 5
Wash Floor					
Wash Cubbies					
Walls					
Deep wash the Trash Cans					
Deep wash the Microvave					
Dust furnishings, light fixtures, ceiling fans, and wipe down walls					
Sharpen Tools					
Deep Clean the Bathroom					
Send Art Home					
Clean out refrigerators and check food freshness					
Wash Mirrors					



Fern Flower - Nature School  
 Location: 3827 Charlton Dr, Qualicum Beach, BC V9K1Z3  
 Phone Number: 250-299-2054  
 E-mail: [fernfloweratureschool@gmail.com](mailto:fernfloweratureschool@gmail.com)

## Monthly Tasks

Date: \_\_\_\_\_

CHECK	
Clean and reorganize storage areas	
Refresh the backpack	
Add all extra supplies to First Aid Bag	
Go over the cubbies and send items home	
Request items which need for each child	
Deep clean the carpet (2 times a year)	
Polish windows, doors, clean blinds and freshen drapes	
Check drains and plumping for signs of clogs or leaks	