

# DAILY CLEANING CHECKLIST FOR ACTIVITY AREAS

(Check each day)

## Pre-Cleaning Preparation

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Gather cleaning supplies (disinfectant, gloves, microfiber cloths).							
Inspect the area for visible debris and hazards.							
Remove trash and replace bin liners.							
Ensure cleaning tools and equipment are in good working order.							
<i>Additional Task:</i>							

**Instructions:**

- *Begin with an inspection to identify high-priority areas that need attention*

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## Floor and Surface Cleaning

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Sweep or vacuum floors to remove dust and debris.							
Mop hard floors with a disinfectant solution.							
Wipe and sanitize tables, chairs, and countertops.							
Clean and sanitize frequently touched surfaces (door handles, light switches).							
Spot-clean walls and remove scuff marks where visible.							
<i>Additional Task:</i>							

**Instructions:**

- Focus on high-traffic areas to maintain cleanliness and reduce germ spread.

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## Equipment and Furniture Cleaning

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe and sanitize activity equipment (e.g., toys, art supplies, game boards).							
Inspect and clean upholstered furniture; vacuum cushions if needed.							
Disinfect shared items like books, remotes, or electronics.							
Check for damaged equipment and remove it from the area.							
<i>Additional Task:</i>							

### Instructions:

- *Prioritize items that are frequently used to ensure safety and hygiene.*

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## Activity Storage Areas

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Organize and sanitize storage shelves and bins.							
Check for expired or broken materials (e.g., dried-up markers, torn paper).							
Restock supplies (e.g., paper, crayons, cleaning wipes).							
Ensure storage areas are tidy and accessible.							
<i>Additional Task:</i>							

### Instructions:

- *Keep storage areas neat to make setup and cleanup easier for staff and participants.*

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## Restrooms and Handwashing Stations

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean and disinfect sinks, faucets, and countertops.							
Sanitize soap dispensers, paper towel holders, and light switches.							
Refill soap, paper towels, and toilet paper as needed.							
Sweep and mop restroom floors with disinfectant.							
Empty and sanitize trash bins.							
<i>Additional Task:</i>							

### Instructions:

- Perform these tasks multiple times throughout the day in high-use areas.

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## Final Walkthrough and Setup

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Perform a final sweep to ensure no debris or items are left behind.							
Reset furniture and equipment for the next activity session.							
Spray a neutral air freshener to create a clean, welcoming atmosphere.							
Double-check all high-traffic areas for missed spots.							
Log completed cleaning tasks and report any issues.							
<i>Additional Task:</i>							

### Instructions:

- *Ensure the area is fully prepared for the next activity or use.*