

CHILD CARE CLEAN UP CHECK LIST

TASK	PERSON IN CHARGE
1. Put name tags on	_____
2. Help hang up coats and bags	_____
3. Wash off tables	_____
4. Push chairs under table	_____
5. Books, puzzles, records straightened	_____
6. Clean the bathroom	_____
7. Sweep the floor	_____
8. Straighten the house and toy area	_____
9. Wash any dishes	_____
10. Put away dishes	_____
11. Put away art materials	_____
12. Straighten puppets, small toy area	_____
13. Pass out art projects and home notes	_____
14. Help put coats on, take name tags off	_____
15. Accompany children to their rides home	_____