

# Nursery Room Checklist

Isn't it wonderful to have a lovely facility to take care of God's littlest lambs? To ensure good stewardship of what has been given to us, please complete this nursery checklist and return to the Facilities Manager, Ben Bowman, upon each use of the nursery.

\_\_\_\_\_ Please ensure no shoes are worn in the Nursery.

\_\_\_\_\_ Please return all toys to their labeled homes in the proper containers.

\_\_\_\_\_ Remove any used sheets and blankets from the pack and play, cribs, and changing table and place in laundry bag which hangs on the last hook.

\_\_\_\_\_ Wash any toys that have been mouthed or have been on the floor. The sink is in the back hallway. Use hot water and antibacterial dish soap. Rinse and leave to dry in the drying racks by the sink.

\_\_\_\_\_ Using provided cleaning solution and paper towels, wipe down all counter tops, tables, changing tables, and stationary toys in the nursery.

\_\_\_\_\_ Gather any "Lost and Found" items and place on the counter top.

\_\_\_\_\_ Remove all trash and take to the dumpster beside the building. Please place a new bag in the trash can.

\_\_\_\_\_ Vacuum entire nursery floor. Vacuum sweeper is in the storage cabinet in the ladies' restroom. Please return vacuum sweeper to its storage location.

\_\_\_\_\_ Turn off lights and close door.

Name of person filling out checklist: \_\_\_\_\_

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

Notes for the nursery coordinator: \_\_\_\_\_  
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