

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: _____

