

## **Preschool Room Checklist - General**

- Place all toys inside the appropriate closet or toy box.
- Make sure snack items are properly sealed in the appropriate container.
- Return extra craft items that can be re-used to appropriate cabinet.
- Dispose of unused papers and non-reusable craft items.
- Wipe down all tables and any soiled chairs with a disinfectant wipe.
- Put chairs back at the table with seats pushed in.
- Pick up large pieces of Goldfish and other large trash pieces off of floor.
- Place all nametags back in appropriate container with the appropriate matching tags.
- Notify coach of any broken toys, chairs or other safety hazard.

## **Toy Cleaning**

- Place all toys that have been placed inside children's mouths or otherwise soiled in *the appropriate bucket* during the class time. Wipe these toys with a disinfectant wipe before returning to the play areas.