

Daily/Weekly/Monthly Duties

Head Start Campus:

Month/Year:

Checklist	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Daily Indoor Duties																																			
Sweep/vacuum/mop																																			
Bathroom sinks/commododes																																			
Dispose of garbage & Replace garbage can liners																																			
Inspect & Replenish Glove Dispensers																																			
Sanitize all toys daily and remove toys immediately after put in the mouth.																																			
Inspect Electrical outlets for missing plug protectors																																			
Wash:																																			
Tables/Chairs after meals/snacks																																			
Water Cooler																																			
Door knobs/Glass doors/Mirrors																																			
Light Switch plates																																			
Cots/kinder mats																																			
Daily Outdoor Duties:																																			
Sweep porches																																			
Sanitize playground equipment																																			
Inspect/ Maintain Fall Surface																																			
Clear property of debris/trash																																			

Weekly Duties	Date/Init	Date/Init	Date/Init	Date/Init	Date/Init	Monthly Duties	Date/Init
Dust and Deep clean, as necessary, all furniture, toys, doormats, vents, window sills etc.						Inspect/Maintain A/C Filters—change last day of each month	
Help load/unload supplies as needed						Inspect/Maintain Interior walls (free of dust, holes, chipping/peeling paint)	
Wash and/or Sanitize Weekly:						Maintain/Clean coils to refrigerators & freezers	
Bathroom & campus floors w/sanitizing solution, including baseboards						Inspect for and remove collections of water on the playground	
Toothbrush Sanitizers each Friday						Inspect/Maintain Playground equipment / retaining walls for safety hazards	
Weekly outdoor duties:						Inspect/Maintain Fixed equipment / Large equipment for safety hazards	
Mow, weed eat, trim shrubs						Check Fire Extinguishers, Carbon Dioxide and Smoke Detectors, and Vent Hood for current certification.	
Inspect/Maintain outside toys/tricycles						Inspect/Maintain safety equipment	
Clear sidewalks, porches, play structure of grass						Inspect Electrical outlets for missing plug protectors, electrical equipment and submit MAT ticket for major repairs	
						Inspect/Maintain playground fall surface markers—ensure markers remain intact and fall surface level meets requirement (9”).	

Maintenance/Custodial staff required to complete all assigned duties. Campus Directors or designated staff must monitor all duty items or perform items when indicated & document findings and actions taken. (i.e. MAT/Supply tickets, etc.) **Submit to Health Specialist by the 5th of each month.**

Campus Director

Date

Maintenance/Custodial Staff

Date

Inspection Criteria:

- Fall Surface should be at depth indicated by markers on equipment (9"). There should not be any compaction, holes or uneven areas.
- There should be no obstructions or foreign objects in the Fall Zone under or around fixed equipment, including grass and/or weeds.
- Concrete supports and large equipment should be secure and supports below the ground.
- There should be no obstructions that interfere with normal play activities.
- There should be no sharp edges, broken parts, loose bolts, or locations which may cause pinching action.
- Check A/C filters monthly and replace the last day of each month.
- Inspect plastic retaining walls for cracks and positioning.
- All toys should be in good repair and sanitized daily/weekly and after periods of illness
- No protrusions that can catch clothing or skin.
- No crush points or shearing actions as with seesaws and undercarriages of revolving equipment.
- Gates should be secure and in good repair.
- No standing water or toxic materials on the playground.
- Grass, trees, shrubs trimmed appropriately.
- Inspect play structure monthly to ensure there is no bending, warping, breaking, sinking, or rusting areas.
- Maintain and clean coils on refrigerators and freezers monthly.
- Safety equipment such as guard rails, padded areas, and protective covers are without tears, wear or damage.
- No sanitary hazards, broken glass or rocks.
- Check date on Fire Extinguishers, they should be inspected by contractor annually.
- Test battery on Carbon Dioxide and Smoke Detectors monthly-**Change battery twice a year** or as needed if detector malfunctions.
- Check date on vent hood fire suppression system, contractor should inspect every 6 months.
- Monitor electrical equipment for frayed or damaged cords, loose or missing safety covers, damage, etc...
- Check all electrical outlets for covers on a daily basis; be sure to inspect computer surge suppressors.
- Deep clean, as necessary, all furniture, toys, doormats, vents, window sills, etc.
- Clean Toothbrush Sanitizers each Friday.

Indicate any problems or concerns noted (sign and date): _____

Maintenance/Custodial staff required to complete all assigned duties. Campus Directors or designated staff must monitor all duty items or perform underlined items when indicated. & document findings and actions taken. (i.e. MAT tickets/Supply Tickets etc.) Submit to Health Specialist by the 5th of each month.