

Clean-up

NURSERY

- **Toys cleaned & sanitized**

Use the sanitizing spray located in the cabinet. Leave toys that were sprayed on the table to dry.

- **Floors vacuumed**

Vacuum cleaner located in the storage closet on the right at the end of hall

- **Garbage taken out- Take garbage out to main dumpster**

Main Dumpster on the side of building

- **Put everything back where you found it**
- **Tables & Chairs wiped down**

Use the Clorox wipes located in the cabinet

Clean-up

Media Room

- **All electronic & media equipment turned off**
- **Floors vacuumed**

Vacuum cleaner located in the storage closet on the right at the end of hall

- **Garbage taken out- Take garbage out to main dumpster**

Main Dumpster on the side of building

- **Put everything back where you found it**
- **Tables & chairs put back neatly & wiped down if needed**

Clean-up **Bathrooms**

- Check to make sure no messes were made

If a mess was made, cleaning supplies are located in storage closet at the end of the hall. Do your best to clean up the mess and then notify WOLA staff so that it can be cleaned properly before the next use.

- Lights turned off
- Garbage taken out- if needed

Main Dumpster on the side of building

- Make sure window is closed & secure