

Date:				
Initial after completed.				
	Monday	Tuesday	Wednesday	Thursday
Daily Check List				
vacuum downstairs floors				
dry mop kitchen and bathroom floors				
disinfect tables				
disinfect kitchen counters				
disinfect kitchen sink				
load/run dishwasher				
unload dishwasher				
put away all food items				
wash towels/wash clothes				
put away towels/wash clothes				
Lysol laundry baskets				
disinfect toilets				
disinfect bathroom sinks				
check hygiene supply closet and fill if needed				
check snack cabinets and fill if needed				
take out all trash				
daily sign in form				
Weekly Check List				

complee list of who has been in attendance				
wet mop kitchen and bathroom floors				
Lysol computer desks				
dust as needed				
clean glass/mirrors as needed				
check smoke detectors				