

# Classroom Clean-up Checklist

## After 1st Service

- Put toys away
- Straighten lesson supplies in cart how you found them
- Clorox wipe all tables and counters
- Sweep hard floors/Vacuum carpets and rugs
- Clean dirty toys
  - Wipe hard surface toys down with Seventh Generation spray
  - Put soft surface toys in the hamper in the downstairs laundry room (in Nursery)
- (Toddlers) Wash, dry, and put away snack cups
- Flip sign-in sheet over

## After 2nd Service

- Put toys away
- Put ALL lesson supplies back in cart and take the cart and sign-in sheet to the Kids Ministry Office
- Clorox wipe all tables and counters
- Sweep hard floors/Vacuum carpets and rugs
- Clean dirty toys
  - Wipe hard surface toys down with Seventh Generation spray
  - Put soft surface toys in the hamper in the downstairs laundry room (in Nursery) Put sign-in sheet on counter in the Kids Ministry Office
- (Toddlers) Wash, dry, and put away snack cups

NOTE: Brooms, vacuums and cleaning supplies can be found in the Kids Ministry Office by the copy machine.

If you are downstairs, vacuums can be found in the closet by the men's bathroom.

