

AREA/ITEM	M	T	W	TH	F
<b>TOILETS</b>					
Switch on hand dryers					
Sanitary bins put back					
Paper towels out					
Toilets clean					
Sinks clean					
Floor washed					
Changing mat put away					
Bins empties					
Door jammers off					
Cleaning cupboard key put away					
Fire door padlocked					
Boys toilet unbolted					
<b>SECURITY</b>					
Windows shut					
<b>KITCHEN</b>					
Clean and tidy					
Water heater off/dripping tap off					
Bin emptied					
Kettle emptied					
Floor swept					
Fridge Temperature					
Don't forget to lock the cupboard door					
<b>HALL</b>					
Floor swept & washed					
Fire door padlocked					
Toy cupboard locked					
Door system switched off/phone away					
Is heating off					
mobile to Gaye at half terms					
Messy area door unbolted					
Cub room put back and locked/exit unbolted					
<b>Staff cupboard locked</b>					
<b>Garden – shed padlocked</b>					
<b>REG Folders in kitchen</b>					
<b>WEDNESDAY ICT away</b>					
<b>Petty cash away</b>					
<b>Fence away</b>					
Our safe methods were followed and effectively supervised today SFBB					