

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					
Whistle put away					
Fire door padlocked					
<b>SECURITY</b>					
Windows shut					
All doors unbolted					
<b>KITCHEN</b>					
Clean and tidy					
Water heater off					
Bin emptied					
Kettle emptied					
Floor swept					
<b>Friday – fridge emptied</b>	-	-	-	-	
<b>HALL</b>					
Floor swept & washed if necessary					
Whistle put away					
Fire door padlocked					
Toy cupboard locked					
<b>Door system switched off</b>					
Is heating off					
Telephone Off					
<b>Garden</b>					
Shed locked					

**FRIDAY** CHECK WATER TEMP IS TURNED UP TO 60