

Rainbow | End of day checklist



Rubber Mats | 4:05 pm

- Ⓢ **Remove Rubber mats from every classroom** | One person should do this at 4:05pm. Most classrooms have two rubber mats. You should have 10 – 12 dirty mats
- Ⓢ **Run the plastic mats through the laundry** | Put the mats on a 35 minute wash cycle and NO dry cycle
- Ⓢ **Hang the washed rubber mats** | The same person who washed them, should remove them from the laundry and hang them to dry on hooks

Tasks from 4:35 – 5:30pm

Garden

- Ⓢ **All small toys and inside equipment from entire garden returned to classrooms** | Checked under and around decking, in sandpit and all other areas for small inside equipment
- Ⓢ **Sandpit covered completed** | and all toy and tools removed and put away, sand raked and smooth, no lumps
- Ⓢ **Entire garden swept** | Leaves, dust, rubbish removed and all floor surfaces clear
- Ⓢ **Outside equipment collected and put away** | Yellow Kalax by Jungle full, all boxes tidied and in order, units with trays in the garden all full, with pieces returned to them, and dirty, all outside carpets and rugs, rolled up and put in the Jungle
- Ⓢ **Garden Surfaces Wiped with wet cloth** | Chalk boards cleaned off, and chalk markings on floors and walls washed off, sides and tops of all toys and equipment wiped so it is not dusty, including inside of black gates
- Ⓢ **Kallaxes on Wheels** | Removed from the garden and parked in Zebras
- Ⓢ **Organise the role play area** | Remove any broken, flattened or un-playable resources and thrown them away. Store the role play things in the correct containers, and wipe over the items to keep it clean

Lobby, Buggy Parking Area and Entrance

- Ⓢ **Coloured Bricks in place with arrows facing correct way** | Remove any rubbish on the floor
- Ⓢ **Black gate** | Wiped around with wipes (inside) so it doesn't look dusty, ensure signs are clearly displayed
- Ⓢ **Lobby Area** | Stack the large soft bricks, pick up any toys and return to classrooms or Kallax and replace, ensure the display boxes of the Kallax are all reset and looking good
- Ⓢ **Reset the display table** | Ensure all items are nicely displayed and book open to the correct page, and table covering is straight
- Ⓢ **Empty bins and clear rubbish** | The bin in the lobby, and in the Meeting room, remove rubbish laying around in the lobby area, check directly opposite the front door. Put new bags in the bins

- 🕒 **Meeting room** | Check it is tidy, brush any crumbs from the sofa to the floor, remove any cardboard or other waste, and ensure it looks, feels and smells ready for upset parents to step into in the morning
- 🕒 **Lost Property** | Collect any clothing round around the building (not from inside classrooms, apart from Rainbow room and Mitbachon) and the lobby and garden and place it in the lost property box in the lobby Kalax
- 🕒 **Donated materials** | Empty the white 'recycle' bins in the lobby and collect any other bags that have been left beside them by parents. Distribute the resources between the rooms, putting them away in the correct closets, boxes or storage units. Store extra paper in the lobby Kalax extra paper box

Adult and Children's Toilets

- 🕒 **Refill soap dispensers** | From the laundry room, add soap to the dispensers and if they are missing, put new ones there
- 🕒 **Put a clean towel in each toilet** | Remove dirty towels and take a clean towel to the laundry
- 🕒 **Restock toilet rolls** | Remove any toilet rolls from packaging, in the 3rd floor toilet there are extra rolls in the closets and drawers. In each toilet leave 3 – 4 rolls (only) on the shelf, remove any used middles of toilet rolls, and put them in the drawers on the stairs for arts and craft
- 🕒 **Check the shelves are clear, and wipe them** | On the shelves should be spare toilet roll, air fresher spray, toilet cleaner (hidden behind the toilet rolls) and nice smell pot with stick (replace it if it has run out – the spares are in the office)
- 🕒 **Pour Toilet cleaner in each toilet** | Leave the toilet cleaner there for the cleaners to wash away

Staff room

- 🕒 **Closets** | Open each closet, and make sure stuff is tidy, and the closet doors shut easily
- 🕒 **Drinks Station** | Wash down the top of the drinks station, wipe over the kettles and coffee machine, clean the tray under the coffee machine, ensure that all jars of coffee and drinking products are returned to their box, remove any dirty cups, plates, cutlery, wash in the kitchen and return to their rightful place. Re-fill and boil kettles, make sure the stuff is tidied away neatly in the Kallexes
- 🕒 **Fridge** | Wipe the handle of the fridge and the front door with cleaning wipes, open the fridge and remove any empty packaging, and food that looks bad, wipe over the shelves, and arrange the things in the fridge neatly
- 🕒 **Clear Rubbish and tidy-up** | Empty the bin/s and replace with new bin bags, pick up any wrappers, card board or other stuff that has been 'dumped' in the staff room and throw it away, clear the big table of everything, and just leave the clip board on the table, wipe down the top and sides of the table, and wipe the small coffee table. Leave the room looking inviting

Mitbachon

- 🕒 **Closets, drawers and shelves** | Open each closet, and make sure stuff is tidy, and the closet doors shut easily, and organise the lower shelf, and pick up anything that has fallen behind it, check all the upper shelves and wipe around all the boxes and containers to make sure they are not sticky

- Ⓢ **Ensure food stuffs are properly stored** | All food stuffs should be in sealed containers, carefully sorted into the correct storage boxes, lids firmly sealed for all containers and jars
- Ⓢ **Clean up dishes, walls and surfaces** | Wash any dishes or other items left dirty in the Mitbachon, Wash any dough, cake mix or other food off the walls, and scrape any large sections off of the floor (the cleaners will do this) and wash down the table and all surfaces
- Ⓢ **Empty the bin** | put a new, clean bag in the bin for tomorrow
- Ⓢ **Cleaning cloths** | Remove all cleaning cloths, and drying towels, and place in dirty laundry, bring down clean ones

Rainbow Room

- Ⓢ **Role Play materials** | Any food or household packaging that is squashed or ruined, and no longer play-worthy – throw away. Lay out all the packaging on the yellow Kallax like a shop. Put the 'shop top' over the rail on the Kallax, so it looks like a shop and is not left hanging. Sort all the other play material into baskets and trays
- Ⓢ **Gym equipment** | Check all the Kallax boxes have the correct gym equipment in them, and move around anything in the wrong place. Wipe over the gym equipment with cleaning wipes, including the each step of the wall bars, wipe down the gym mats and stack them against the wall
- Ⓢ **Clear floor** | Leave the floor clear, so it can be vacuumed by the cleaners, put signs and equipment away, and clean the white board, open the window to let in air

Kitchen

- Ⓢ **Wash up!** | Any dirty items in the kitchen need to be washed, either by hand or run through the dishwasher. They should be dried and put away
- Ⓢ **Clean surfaces** | Wash down all surfaces, the fridge door handle and front panel, Wipe over the rubbish bin, so it is clean and has no food particles stuck to it
- Ⓢ **Bring in all fruit and Veg to the kitchen and place in baskets** | Any fruit or Veg in the staff room, or corridors, or on trolleys, bring into the kitchen and organise into baskets. Ensure there is no 'off' or rotting fruit/veg – if so – throw it away
- Ⓢ **Empty Bin!** | Put a new bin bag in for tomorrow

Laundry Room

- Ⓢ **Run the dirty washing** | Use Setting 8, and press the 'sun' three times so the drying setting is set to A3
- Ⓢ **Put all dirty washing in one container** | Any dirty washing that didn't fit, or wasn't ready, store in one large container, clearly labelled DIRTY WASHING
- Ⓢ **Deal with Clean washing** | Remove any clean washing from the machine and from around the laundry room. Place clean washing in relevant basket/s and container/s.

- 🕒 **Tidy and Organise** | Check that there is **nothing** at all on the floor of the laundry, check each cubbyhole, and ensure that the things are clearly organised according to shelf and box labels. Check through each box, and basket to ensure it has the correct things in. Straighten the Kalexes and pick up anything that has fallen down the back. Leave the laundry room tidy, organised and accessible.

Air-conditioning @ 5:22

- 🕒 **Turn off every unit in the building** | Go room by room, area by area and make sure every ACs is off, regardless or not of whether the cleaners have entered the building. Make sure the remote controls are put back in the designated spots. If the remote controls cannot be found, use one from another room, or pull the plug on the unit, do NOT leave any on. Also, make sure to turn off the central AC units which operate through the ceiling.

Shut the building down

- 🕒 **Lock all exterior back doors** | Double check the black gates to the yard in Zebras and Tigers is locked. Ensure all the back doors (Tigers, Zebras and Jungle) are shut and locked
- 🕒 **Turn off all the lights** | Ensure the lights are off in every room on every floor, including the lobby when you leave

Extra Fun Jobs, when time...

- 🕒 **Clean the mirrors** | There is a mirror in the lift, and in Penguins, Tigers, Zebras and Lions. Spray the mirror with Windowlene and wipe it clean using newspaper, ensure there are no smudges
- 🕒 **Unit by unit, tray by tray in each classroom** | All drawers and trays in all classrooms are clearly labelled with what is inside. Check the contents of each drawer, and take out toys or equipment that shouldn't be there. Wipe round the inside of the drawer with cleaning wipes, and wipe the tops, and insides of the units, and the runners of the drawers
- 🕒 **Clean the windows** | The windows could always do with a good clean! Follow the same technique as the mirrors, and on the ground floor do outside as well as inside. For the outside windows, washing them first with hot soapy water
- 🕒 **Tape down the floors** | In all classrooms there is black tape across the joins of the lino. Sometimes these get tatty and ripped. Any that look bad, pull up and replace with new taping
- 🕒 **Lick of paint** | The corridors, walkways and white walls, often look 'black' where the children have had their hands. At least once a month, the walls need a light paint with a roller, to just go over these horrid areas. Put cardboard or newspaper below where you paint, to avoid any paint drippings going on the floor. Keep your walls gleaming white!
- 🕒 **Displays** | There are numerous displays around the building and in the classrooms. Any empty boards fill up, take children's work from their folders, back it nicely, and staple it up on the boards. Add a commentary to describe what it is "We painted with rollers" or "We made masks for Halloween" or "Experimenting with different media" if you are not sure what it is! You can also fix existing displays, by stapling the corners that have fallen off, adding in titles or signs, and keeping them looking good.

- 🌀 **Behind the furniture** | The furniture doesn't usually get moved by the cleaners – so things fall behind, and dirt and dust gather. Pull out the furniture, and clear the shit behind it, and either leave it in the middle of the floor with a sign and arrow for the cleaners to clean behind it, or do it yourself and push the stuff back
- 🌀 **Cobwebs** | These tend to gather up near the ceiling, and just stay there. Tie a broom to a stick and clean them down. They will be in every room in the building. Thank Francesca for this job!
- 🌀 **Screwdriver** | Loose furniture is a plague, but easy to fix. Take a screwdriver from the laundry room, and go classroom by classroom, and through the Rainbow Room, Kitchen and Mitbachon, and tighten up loose chairs and tables, use an Allen key to tighten the kallex and tray units and the changing tables. This job will have a HUGE impact!
- 🌀 **Wash the garden** | Spray down the floors of the garden, including the deck, using the hose, floor cleaner and brooms. Let it look and smell great!
- 🌀 **Wash the ovens** | We have two ovens in the kitchen and one in the Mitbachon. Give them a good clean-out inside. There are chemicals to use in the laundry room for cleaning ovens