|  |  |  |  |
| --- | --- | --- | --- |
| **What**  | **Steps** | **How** | **Who** |
|  | **Prepare steamer, warm water, sheets, cleaning cloths, cleaning detergents, rubber gloves, broken toys list** |  |  |
| 1.Messy play area-materials | Discard materials from boxes (a black plastic bag - bring one into the room) |  |  |
| Clean boxes in the kitchen | Hot water&soap |  |
| Clean shelves –face frame, all parts inside (check if anything needs to be fixed- **make a list!)** | Hot water&soa |  |
| Bring clean boxes into the room |  |  |
| 2.Rugs | Take them out and shake properly  |  |  |
| Clean and let them dry | Hot water&detergent |  |
| 3.Small toys from the boxes | Take them out of the boxes. Put at the tables.  |  |  |
| Discard the broken one |  |  |
| Clean them, let it dry | steamer |  |
| Clean all boxes | Hot water&detergent |  |
| Clean shelves (check for missing parts, bits to be fixed!) | Hot water&detergent |  |
| 4.Puzzles, jigsaw | Take out of the shelves |  |  |
| Check for missing pieces. If any, leave them aside (maybe they will appear☺later)  |  |  |
| Clean and let it dry | Damp cloth&detergents |  |
| 5.Staff file folders& books | Take it out of shelves |  |  |
| Check |  |  |
| Clean the shelves | Hot water&detergent |  |
| 6.Lego blocks | Out of the boxes  |  |  |
| Discard the broken one |  |  |
| Clean them, let it dry | steamer |  |
| Clean boxes and shelves | hot water&detergent |  |
| 7.First aid box, office supply boxes | Take out all the stuff |  |  |
| Check it, separate |  |  |
| Clean the boxes | Hot water &detergent |  |
| Label the boxes and put things into correct boxes |  |  |
| 8.All the shelves and counters | Clean the tops | Hot water&detergent |  |
| Check for missing, moving parts (if any, put it on the list) |  |  |
| Clean everything- face frame, all parts inside | Hot water&detergent |  |
| 9.During the time when the small bits are wet | Windows | Water, windows cleaner |  |
| Doors and baseboards | Hot water&detergent |  |
| Lamps, walls, radiators | Hot water&detergent |  |
| Fire extinguishers | Damp cloth&detergent |  |
| 10.Soft corners | Move it away from the wall |  |  |
| Clean it and the floor under it | Hot water&detergent |  |
| Dry it and move back |  |  |
| 11.Books | Take them out of shelf |  |  |
| Throw out the destroyed books (remember to fill out list!) |  |  |
| Fix, what can be fixed |  |  |
| Clean books and bookshelf | Damp cloth&detergent |  |
| 12.Soft toys, costumes, aprons, dolls accessorise  | Check them, take for wash, if needed |  |  |
| Clean boxes | Hot water&detergent |  |
| Keep only 2/3 sets of costumes, aprons and 2/3 soft toys in the box for children |  |  |
| Rest of the toys and costumes put into the box at the top shelf (we have some spare boxes) |  |  |
| **Every day after 6pm put used toys and costumes for wash (box in office) and take next few from the box. Laundry still once a week.** |  |  |
| 13.Cots  | Unfold them &check for missing, moving parts |  |  |
| Clean it | Hot water&detergents |  |
| 14.when the small toys are drySort them and put into provided boxes on the shelves |  |
| 15.Counters | clean | Hot water&detergents |  |
| 16. Tables and chairs | Clean  | Hot water&detergents |  |