



Appendix 4

CLASSROOM INSPECTION & SANITATION CHECKLISTS

**Young Children's Program
James Madison University**

ART AREA RESPONSIBILITIES

Week of _____

*Initial inside each box to verify completion of the required procedure.
If a procedure is not necessary for the day, draw a line inside the box.*

		MON	TUES	WED	THU	FRI
Before the children arrive:						
Consult with the teacher to determine what help is needed in setting up art and water activities.	AM					
	PM					
Use bucket under bathroom utility sink to fill water table half-full with warm water.	AM					
	PM					
Place dry artwork from the children in your class in the hall cubbies.	AM					
	PM					
During the session:						
Assist children as needed with art and water activities (replenishing materials, writing names if needed, cleaning messes, encouraging creativity, etc.)	AM					
	PM					
At the end of the session:						
If dry, place art left on tables in cubbies. Hang wet art work on the clothesline or place on cabinet in water room.	AM					
	PM					
Put away art supplies (unless directed otherwise by the teacher).	AM					
	PM					
Clean table tops and disinfect using bleach solution (bleach, bleach solution, & other cleaning supplies are stored in the locked kitchen cabinet).	AM					
	PM					
Be sure art & play dough shelves are neat; put lids on play dough.	AM					
	PM					
If used, wipe glue bottles, close lids, & refill bottles that are less than ½-full.	AM					
	PM					
Pour reusable easel paint into clean cups or wipe cups clean if it is not too messy. (PM class-Put lids on cups after cleaning.)	AM					
	PM					
Scoop out unusable easel paint & wash cups in utility sink in bathroom (or if caked with paint, cover the cups with water for soaking). Add fresh paint to clean cups in the water room (½-full).	AM					
	PM					
Clean easel brushes thoroughly & place on the cart beside the easel.	AM					
	PM					
Use WET ART RAGS to clean the easel surface, paint trays, small cart, and the floor.	AM					
	PM					
Rinse rags thoroughly and hang on the easel, or if very soiled, place in laundry hamper in the water room.	AM					
	PM					

SNACK & KITCHEN RESPONSIBILITIES

Week of _____

*Initial inside each box to verify completion of the required procedure.
If a procedure is not necessary for the day, draw a line inside the box.*

		MON	TUES	WED	THU	FRI
Before the children arrive:						
Consult with the teacher about the snack menu for the day.	AM					
	PM					
Put away dishes from the previous session.	AM					
	PM					
Prepare dish water (detergent + water) in red dish pan.	AM					
	PM					
Prepare snack charts & place on the cabinet beside the door.	AM					
	PM					
Prepare snack (including direction signs) and juice and place on snack table.	AM					
	PM					
Fill napkin basket and place on the snack table.	AM					
	PM					
During the session:						
Assist children as needed during snack (handwashing before & after, disinfecting table between each usage, refilling containers, encouraging independence, etc.)	AM					
	PM					
At the end of the session:						
Return food items to original containers (zip-loc bags, plastic tubs, etc.) and refrigerate if necessary.	AM					
	PM					
Return snack routine materials (charts, trays) to top of refrigerator.	AM					
	PM					
Wipe all table, cabinet, and counter surfaces with bleach solution (spray bottles are located in locked kitchen cabinet).	AM					
	PM					
Prepare bleach solution for rinsing in white dishpan (¼ cup bleach/1 gallon water).	AM					
	PM					
Wash all dishes & utensils, rinse in bleach water, & leave to air dry. Wash any soiled toys in bleach solution. Discard bleach water.	AM					
	PM					
Prepare juice for next class & store in the refrigerator.	AM					
	PM					
Wash any soiled toys in bleach solution (in dishpan to the left of the sink).	AM					
	PM					

HEALTH & SAFETY RESPONSIBILITIES

Week of _____

*Initial inside each box to verify completion of the required procedure.
If a procedure is not necessary for the day, draw a line inside the box.*

		MON	TUES	WED	THU	FRI
Before the children arrive: <i>(Consult with the teacher to determine necessary preparations for the playground & courtyard.)</i>						
Rake mulch into slight mounds under swings and at bottom of slide.	AM					
	PM					
Open sandbox. Take basket of toys from storage closet & place beside sandbox. (AM)	AM					
	PM	-----	-----	-----	-----	-----
Check outdoor play areas for litter. Discard dangerous materials safely. (AM)	AM					
	PM	-----	-----	-----	-----	-----
Take tricycles and scooters from the shed and park along the building (the key is on the side of the locked wall cabinet in the kitchen). (AM)	AM					
	PM	-----	-----	-----	-----	-----
Notify the teacher of equipment in need of repair.	AM					
	PM					
Be sure all outlet covers are in place. <i>(There are 34—located in the classrooms, water room, & kitchen.)</i>	AM					
	PM					
During the session:						
Assist children in using wipes to clean dress-up hats after each use & return wipes to the shelf.	AM					
	PM					
When class goes outside, be sure playground and courtyard gates are latched.	AM					
	PM					
At the end of the session:						
Be sure all outdoor toys and equipment are put away (unless the teacher directs otherwise).	AM					
	PM					
Put sandbox toys in basket and place in storage closet. Close sandbox. (PM)	AM	-----	-----	-----	-----	-----
	PM					
Return tricycles and scooters to the shed (unless the teacher directs otherwise). (PM)	AM	-----	-----	-----	-----	-----
	PM					
Sweep mulch from sidewalks and courtyard into mulch areas.	AM					
	PM					
Wash two sets of manipulatives or toys in the bathroom sink & leave to dry in mesh bags (refer to directions on bathroom cabinet door). (AM)	AM					
	PM	-----	-----	-----	-----	-----
Drain water from all water table toys and return them to the storage containers.	AM					
	PM					
Empty the water table & clean the tub using bleach solution. (Return bleach solution to the locked cabinet when finished.)	AM					
	PM					

Refer to additional responsibilities on back of page.

Put wet towels from water room floor in laundry hamper.	AM					
	PM					
Disinfect high-use areas with Lysol spray or wipes. Refer to list of areas on back of sheet.	AM					
	PM					

HIGH-USE AREAS THAT MUST BE DISINFECTED DAILY:

- Spigots and handles at all sinks
- Toilet handles
- Computer mice
- Computer keyboards (use a damp paper towel; DO NOT spray directly onto keyboards)
- Telephones in kitchen and office
- Light switches
- Door knobs, handles, and push bars