

At the Family Museum, you can expect the following cleaning and maintenance to take place daily. The Family Museum staff prides itself on making sure to regularly clean, maintain, and evaluate its exhibits, props, and interactive work stations to ensure the best possible guest experience.

FAMILY MUSEUM CLEANING PROTOCOLS

Duties Assigned To: Exhibits Technician - Wahl - Under the Supervision of Stanger				
Clean All Cabinetry, Walls, Assess Lighting, Assess Damage, Pull Tattered Props, Report Issues to Exhibits Coordinator, Work with Appropriate Staff to Order New Props				
Monday	Tuesday	Wednesday	Thursday	Friday
Sal's Pizza Parlor	Vet Clinic	Ice Cream Cart	Bridges	Traveling Gallery
Mei's Shoes	Harvest Market	Kinetic Sculpture	Water Table	Courtyard
Post Office	Fire Station	PlayHouse	Farm	ThinkShop
Duties Assigned To: GS Staff - Under Supervision of O'Sullivan-Jens				
Clean/Disinfect All Hard Surfaces at the Welcome Desk - This includes but is not limited to counter tops, cash registers, computers, etc.				
Clean/Disinfect All Props that were Pulled from Gallery Floor				
Place Cleaned/Disinfected Props in Appropriate Storage Cabinets Located in Galleries				
Repeat Daily				
Duties Assigned To: PlayPal Staff - Under Supervision of Boyles & Ortnr				
Pull All Props from Gallery Floor and Deliver to Welcome Desk for Cleaning/Disinfecting				
Replace with Clean Props from Storage Cabinets Located Throughout Galleries				
Wipe Down/Disinfect All Hard Surfaces in Galleries Daily - This includes but is not limited to counter tops, water table surfaces, combine cab, train table, cabinetry, etc.				
- Communicate with ThinkShop staff to ensure goggles are cleaned and rotated regularly				
Spray/Disinfect All Shoes in Mei's Shoe Store				
Repeat Daily				
Duties Assigned To: Public Works Staff - Arnold				
Refer to Daily Activity Checkoff Sheet				
Repeat Daily				

These duties shall NOT take the place of other duties that are assigned to said staff. All duties shall be completed as scheduled.

It is EVERYONE'S responsibility to address a cleaning issue that they encounter and find resolve.

These duties will be evaluated and reassigned by the appropriate Coordinator as necessary.