

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 the facility and its grounds to ensure the best possible guest experience.

<u>DAILY ACTIVITY CHECKOFF SHEET</u>							
<u>AM</u>		<u>PM</u>		<u>AM</u>		<u>PM</u>	
<u>MTWRF</u>	<u>COLLECT TRASH AND RECYCLABLES</u>	<u>MTWRF</u>	<u>MTWRF</u>	<u>MTWRF</u>	<u>SANITIZE HARD SURFACES (OTHER)</u>	<u>MTWRF</u>	<u>MTWRF</u>
□□□□□	Classrooms	□□□□□		□□□□□	Stair Railings (All)	□□□□□	
□□□□□	Offices	□□□□□		□□□□□	Counters	□□□□□	
□□□□□	Hall	□□□□□		□□□□□	Exhibits	□□□□□	
□□□□□	Galleries / Think Shop	□□□□□		□□□□□	Doors / Knobs / Jambs	□□□□□	
□□□□□	Front of Building	□□□□□		□□□□□	Bump Benches / Tables / Hall	□□□□□	
□□□□□	Courtyard	□□□□□					
<u>MTWRF</u>	<u>CLEAN TABLES AND CHAIRS</u>	<u>MTWRF</u>	<u>MTWRF</u>	<u>MTWRF</u>	<u>BATHROOM CHECK</u>	<u>MTWRF</u>	<u>MTWRF</u>
□□□□□	Classrooms	□□□□□		□□□□□	Main Mens Room	□□□□□	
□□□□□	Hall	□□□□□		□□□□□	Main Ladies Room	□□□□□	
□□□□□	Board Room	□□□□□		□□□□□	Upstairs Mens Room	□□□□□	
□□□□□	Gallery	□□□□□		□□□□□	Upstairs Ladies Room	□□□□□	
				□□□□□	Family Restroom	□□□□□	
				□□□□□	Gallery Restroom	□□□□□	
<u>MTWRF</u>	<u>DUSTING</u>						
□□□□□	Up High (Ducks / Clouds / Silo, etc.)			<u>MTWRF</u>	<u>WINDOWS, PLEXI AND MIRRORS</u>	<u>MTWRF</u>	<u>MTWRF</u>
□□□□□	Classrooms			□□□□□	Classrooms	□□□□□	
□□□□□	Offices			□□□□□	Hall	□□□□□	
□□□□□	Window Blinds			□□□□□	Doors (Interior / Entry)	□□□□□	
				□□□□□	Exhibits (ALL)	□□□□□	
<u>MTWRF</u>	<u>VACUUMING</u>	<u>MTWRF</u>		□□□□□	Upper Balcony	□□□□□	
□□□□□	Classrooms	□□□□□		□□□□□	Dance Studios	□□□□□	
□□□□□	Hall	□□□□□		□□□□□	Elevator	□□□□□	
□□□□□	Gallery (Don't Forget the Barn)	□□□□□					
□□□□□	Cubby Holes	□□□□□		<u>MTWRF</u>	<u>CHECK DAILY</u>	<u>MTWRF</u>	<u>MTWRF</u>
□□□□□	Offices (One Day / Week)	□□□□□		□□□□□	All Classrooms	□□□□□	
□□□□□	Entry area	□□□□□		□□□□□	Any Trash	□□□□□	
				□□□□□	Any Sweeping	□□□□□	
<u>MTWRF</u>	<u>SWEEPING</u>	<u>MTWRF</u>		□□□□□	Any Dusting	□□□□□	
□□□□□	Classrooms	□□□□□		□□□□□	Any Mopping	□□□□□	
□□□□□	Hall	□□□□□		□□□□□	Any Vacuuming	□□□□□	
□□□□□	Exhibits	□□□□□		□□□□□	Any Fingerprints	□□□□□	
□□□□□	Dance Studios / Stage	□□□□□					
□□□□□	Stairs (Front and Back)	□□□□□		<u>MTWRF</u>	<u>LIGHTING</u>		
				□□□□□	Classrooms		
<u>MTWRF</u>	<u>MOP / SCRUB FLOORS</u>			□□□□□	Dance Studios / Stage		
□□□□□	Classrooms			□□□□□	Bump		
□□□□□	Hall			□□□□□	Hall		
□□□□□	Gallery			□□□□□	Balcony		
□□□□□	Dance studios			□□□□□	Offices		
□□□□□	Offices			□□□□□	Exterior		
□□□□□	Bathrooms						
<u>MTWRF</u>	<u>SANITARY SUPPLIES</u>	<u>MTWRF</u>	<u>MTWRF</u>	<u>MTWRF</u>	<u>CHECK HVAC</u>		
□□□□□	Soaps	□□□□□		□□□□□	Boilers / AC		
□□□□□	Paper towels	□□□□□		□□□□□	Water Heater		
□□□□□	Hand Wipes	□□□□□		□□□□□	Water Level in system		
□□□□□	Tissues	□□□□□		<u>MTWRF</u>	<u>LAUNDRY</u>		
				□□□□□	Rags		
<u>MTWRF</u>	<u>PARKING LOT</u>			□□□□□	Wet Mops		
□□□□□	Pick up trash (One Day / Week)			□□□□□	Dust Mops		