

# INFANT ROOM CHECKLIST

## ENVIRONMENT:

- \_\_\_\_\_ Turn on all lights
- \_\_\_\_\_ Check that all trash cans have liners and are debris free
- \_\_\_\_\_ Clean all rocking chairs, bouncers, and hard surfaces
- \_\_\_\_\_ Set bouncy seats and play mats in an inviting arrangement
- \_\_\_\_\_ Turn on soothing music
- \_\_\_\_\_ Place "Allergy Alert" Sign on door (snack of the day)

## MATERIALS:

- \_\_\_\_\_ Restock baby changing area
- \_\_\_\_\_ Restock hand sanitizer, sprays cleaners, cleaning wipes
- \_\_\_\_\_ Restock "My Diaper was Changed" Stickers
- \_\_\_\_\_ Restock kleenex and paper towels
- \_\_\_\_\_ Restock check-in sheets
- \_\_\_\_\_ Restock bag tag stickers
- \_\_\_\_\_ Place Lesson Materials Bin in Classroom
- \_\_\_\_\_ Restock sign-in sheets for families to complete at drop off

## SERVE TEAM:

- \_\_\_\_\_ Print out Serve Team Roster
- \_\_\_\_\_ Gather Serve Team for Huddle and Prayer
- \_\_\_\_\_ Review lesson with Lead Teacher (answer questions, note changes, etc.)

## BETWEEN SERVICES:

- \_\_\_\_\_ Run through the Restock List
- \_\_\_\_\_ Remove trash and place in designated area per campus
- \_\_\_\_\_ Run through Serve Team List
- \_\_\_\_\_ Remove toys and replace with a clean set of toys
- \_\_\_\_\_ Restock Lesson Bin with materials if necessary

## AT THE CLOSE OF LAST SERVICE

- \_\_\_ Restock Room using Restock List
- \_\_\_ Clean all hard surfaces and toys
- \_\_\_ Note any environment needs
- \_\_\_ Return Lesson Bin to the designated area
- \_\_\_ Remove Trash
- \_\_\_ Turn off music/lights