Daily closing down routine

Week Commencing: _____

Task:	Name	Date	Name	Date	Name	Date	Name	Date	Name	Date
Check register and verify all children signed out										
Check all areas and verify no children remain on premises										
All equipment tidied away										
Check external areas for missed items										
Put away all posters and noticeboards										
Remove notices from toilets										
Check toilets and clean as necessary										
Tidy furniture										
Sweep floors/mop as necessary										
Check all windows closed/locked										
Turn down heating										
Records returned to secure storage										
Store cupboard locked										
Close curtains/lower blinds										
Alarms turned on/off										
Turn off all lights										
Check external doors locked										
Wash up crockery and cutlery										
Put away crockery and cutlery										
Unused food stored appropriately										
Bins emptied										
Put al paper work in order for next day										
Check appliances turned off										