

INFANT ROOM CHECKLIST

ENVIRONMENT

- ☐ Turn on all lights
- ☐ Check that all trash cans have liners and are debris free
- ☐ Spray down all rocking chairs, bouncers, hard surfaces with Lysol
- ☐ Pick up any trash on floors
- ☐ Set bouncy seats and play mats in an inviting arrangement
- ☐ Turn on wax warmers (baby powder is a clean scent)
- ☐ Turn on music or TV's

MATERIALS

- ☐ Restock baby wipes
- ☐ Restock diapers
- ☐ Restock changing pad protectors
- ☐ Restock hand Sanitizer
- ☐ Restock lysol Sprays at each changing station
- ☐ Restock "My Diaper was Changed at ____:____" Stickers
- ☐ Restock kleenex
- ☐ Restock paper Towels
- ☐ Restock sign In Sheets for Families to complete at Drop Off
- ☐ Restock Bag Tag Stickers

SERVE TEAM

- ☐ Print out Serve Team Roster
- ☐ Place lanyards in an accessible place
- ☐ Gather Serve Team for Huddle and Prayer
- ☐ Make sure new Serve Team Members are shadowing a veteran

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 clean set of toys

AT THE CLOSE OF LAST SERVICE

- ☐ Restock Room using Restock List
- ☐ Wipe down all hard surfaces
- ☐ Spray down all toys

- Note any environment needs
- Gather Serve Team Lanyards
- Remove Trash
- Turn off wax warmer
- Turn off music
- Turn off Tv's
- Turn off lights
- Lock doors