

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 ysol 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