



Department: Operations
Effective Date: June 15, 2020
Revision Date: May 13, 2024

Opening Checklist

TASKS (COMPLETED BETWEEN 5:45 a.m. - 7:00 a.m.)	MON	TUES	WED	THUR	FRI
Retrieve cordless phone to receive calls and take messages from staff members/families until a member of management arrives onsite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn on all lights including bathroom lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure heating/cooling is at an appropriate temperature (between 65 and 85 degrees) <i>Note: If there is an issue report it to Gridium</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure water faucets in classrooms/bathrooms are off and in working order <i>Note: If there is an issue report it to Gridium</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all toilets are flushed and in working order <i>Note: If there is an issue report it to Gridium</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure bathrooms are stocked with supplies (e.g. toilet paper, soap, paper towels) and replenish if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty any filled or overflowing garbage cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all refrigerators/freezers are functioning <i>Note: If there is an issue report it to Gridium</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check classrooms to ensure each is clean, presentable, free of safety issues and has an SISO sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place each crib mattress down in infant room(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up classroom(s) that are to be used for early morning children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check lobby/foyer and bulletin boards to ensure all are welcoming, clean and presentable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check to see if any new child(ren) will start today	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open gates/doors on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welcome and greet each family member and child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Person Completing Checklist: _____ Week of: _____

Note: If there is a concern(s) regarding a task, document the day and issue on the back of this checklist