

FRIDAY CLEANING @ VISTO

All staff will work together to make sure all chairs and benches are put back to where they belong before individual space cleaning begins

Task	Staff	Details
Classrooms & Staff Room Spaces	LITs, Abby, Bella, Kristen,	- Return chairs and tables to standard setup - Put away small group and station supplies in labelled totes - Empty garbage/recycling - Vacuum/sweep/mop floors - Wipe all counters and tables - Reset rooms for Monday according to new theme (ensuring correct supplies are on the supplies tables)
Bathrooms	Jayda & Simone	- Empty garbage - Replace liners - Spray sinks, counters, faucets then wipe clean - Spray inside of toilet, toilet seats above & below and inner & outer rimmer of bowl. Wipe Clean. - Clean mirrors. - Sweep & mop floors. Restock toilet paper & paper towel supplies
Hallways & Entrance	Grace, Alex	- Remove any showcase signage - store Backstage - Clean entrance area (vacuum, sweep & clean all glass doors) - Restock Concession - Empty garbages and replace bags (including Kitchen) - Collect Lost & Found items and put at Wardrobe - Sweep & mop hallways
Gym & Stage	Mikayla & Clarity	- Stack and store audience chairs - Benches brought back to end of hallway - Tech Table returned to side of the stage - Put away all decorations, props and station supplies in labelled totes - Collect any water bottles and lost items & put at Wardrobe - Clear stage, remove any tape and swiffer/mop - Sweep and mop gym floor (Grace & Alex) - Reset gym for next week to new theme with blankets, section signs & supplies for Opening
Final Walkthrough	All Staff	- Gym reset - Classrooms reset - Garbage removed - Bathrooms cleaned. Kitchen cleaned - Tech powered down - Supplies ready for next week - Stage curtain lifted to allow air to circulate - Hallway doors closed - iPads and walkies plugged in
	All Staff	Leave together