

## POCKET SUPERVISORS CHECKLIST

### Opening Playhouse

- Monday supervisors – collect milk
- Turn on lights, heater and fan as required
- Tick duty members off on the roster
- Complete 'no-show' letters if required
- Allocate duties to the duty team

### General

- Check letterbox
- Restock supplies of toilet paper, tissues etc
- Duty reminder calls to next day's team (morning only)

### Closing Playhouse

- Clean Art Room at 11.30am (or 4pm)
- Pack up inside toys from 11.45am (or 4.15pm)
- Pack up outside toys
- Use blower to clear paths and bike track
- Check kitchen is clean and puts scraps in compost
- Put dirty linen in laundry bin
- Thursday only - put bins out
- Lock toy and maintenance sheds
- Lock back door and close all windows
- Turn off lights, heater and fan as required
- Ensure front door key is in the lock-box
- Turn snib on front door and test it is locked

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