

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
APO AE 09630**

IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Housekeeping of Child and Youth Services (CYS) Facilities

1. REFERENCES: AR 608-10, Child Development Services, 15 July 1997.
2. PURPOSE: To provide guidelines for ensuring general orderliness and cleanliness of all CYS facilities.
3. APPLICABILITY: This SOP applies to all facilities used by the USAG Vicenza CYS activities, including: remote, center-based, supplemental and Family Child Care homes.
4. GENERAL:
 - a. High standards of housekeeping will be maintained in all CYS activity areas and offices. This is necessary in order to:
 - (1) Eliminate unsanitary conditions, which contribute to the spread of disease.
 - (2) Contribute to a pleasant environment for children's activities and customer reception.
 - (3) Prevent a disorderly appearance which gives an unfavorable image to patrons.
 - (4) Minimize confusion in children due to inappropriate or unknown locations of toys and other provisions. Children function and learn best in an orderly environment.
 - (5) Reduce expenses due to lost, wasted, or broken toys and provisions caused by improper storage, etc.
 - b. Program Directors are responsible for monitoring housekeeping standards within their program areas.
 - c. All staff is responsible for day-to-day housekeeping. They will use the enclosed checklist as a guide for end of day, weekly, and monthly standards, program managers will ensure that all staff in their area implement standards.

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d. Keeping CYS facilities clean requires a team effort by both the custodial personnel and CYS personnel. The custodial personnel cannot do a good job if they have to deal with a messy room. They also need to be reminded of areas that need additional attention. Problem areas must be identified to the program director. He/she will arrange with the contract service for correction. A clean, orderly room will let janitorial personnel know that you care about cleanliness and will inspire them to do a better job.

e. FCC providers must perform good cleaning and sanitizing of walls, furniture, floors and carpets of their homes.

f. Children need to be involved in the housekeeping activities. As appropriate for their age and development, they may assist in clearing tables used for eating and should put away toys and materials in their designated areas when finished with them. There is nothing wrong with doing housekeeping while the children are present. Children who see a concern for organization and orderliness are more likely to acquire those habits. Cleaning up is a part of everyday life, even in a classroom, and thus it can be a developmental process. However, housekeeping must not be allowed to distract caregivers and providers from supervising and interacting with children and meeting children's other needs. Clean up is a time to include children in tasks involving return of materials, etc.

g. Food spills, sand and water spills and toilet "accidents" must be cleaned up immediately by the adult present. They may not be left for custodial personnel.

h. The program director is responsible for ensuring everything is in working order. Stopped up toilets, clogged sinks, broken latches, leaking faucets, wobbly table legs, etc. must be reported to him/her immediately for resolution/repair. If he/she is not able to remedy the problem immediately, a work order will be called in to the Directorate of Public Works, Work Reception, DSN 634-7491 or civ. 0444-717491.



ERIC WEISEL

Coordinator, Child and Youth Services

FCC Daily Check List

Provider: _____
 Month: _____
 Comments: _____

WEEK 1		WEEK 2		WEEK 3		WEEK 4		WEEK 5	
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
FIRE	FIRE	FIRE	FIRE	FIRE	FIRE	FIRE	FIRE	FIRE	FIRE
Flash Light	Flash Light	Flash Light	Flash Light	Flash Light	Flash Light	Flash Light	Flash Light	Flash Light	Flash Light
Escape Route Plan	Escape Route Plan	Escape Route Plan	Escape Route Plan	Escape Route Plan	Escape Route Plan	Escape Route Plan	Escape Route Plan	Escape Route Plan	Escape Route Plan
Fire Drill Log	Fire Drill Log	Fire Drill Log	Fire Drill Log	Fire Drill Log	Fire Drill Log	Fire Drill Log	Fire Drill Log	Fire Drill Log	Fire Drill Log
Fire Extinguisher	Fire Extinguisher	Fire Extinguisher	Fire Extinguisher	Fire Extinguisher	Fire Extinguisher	Fire Extinguisher	Fire Extinguisher	Fire Extinguisher	Fire Extinguisher
Index Cards	Index Cards	Index Cards	Index Cards	Index Cards	Index Cards	Index Cards	Index Cards	Index Cards	Index Cards
Sticker On Phone	Sticker On Phone	Sticker On Phone	Sticker On Phone	Sticker On Phone	Sticker On Phone	Sticker On Phone	Sticker On Phone	Sticker On Phone	Sticker On Phone
Fire Detectors	Fire Detectors	Fire Detectors	Fire Detectors	Fire Detectors	Fire Detectors	Fire Detectors	Fire Detectors	Fire Detectors	Fire Detectors
Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen	Kitchen
Second Exit	Second Exit	Second Exit	Second Exit	Second Exit	Second Exit	Second Exit	Second Exit	Second Exit	Second Exit
HEALTH	HEALTH	HEALTH	HEALTH	HEALTH	HEALTH	HEALTH	HEALTH	HEALTH	HEALTH
Bathroom	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom
Bleach	Bleach	Bleach	Bleach	Bleach	Bleach	Bleach	Bleach	Bleach	Bleach
Solution	Solution	Solution	Solution	Solution	Solution	Solution	Solution	Solution	Solution
Dispersing Area	Dispersing Area	Dispersing Area	Dispersing Area	Dispersing Area	Dispersing Area	Dispersing Area	Dispersing Area	Dispersing Area	Dispersing Area
Knives	Knives	Knives	Knives	Knives	Knives	Knives	Knives	Knives	Knives
Medicine	Medicine	Medicine	Medicine	Medicine	Medicine	Medicine	Medicine	Medicine	Medicine
Lock Boxes	Lock Boxes	Lock Boxes	Lock Boxes	Lock Boxes	Lock Boxes	Lock Boxes	Lock Boxes	Lock Boxes	Lock Boxes
Menus	Menus	Menus	Menus	Menus	Menus	Menus	Menus	Menus	Menus
Thermometers	Thermometers	Thermometers	Thermometers	Thermometers	Thermometers	Thermometers	Thermometers	Thermometers	Thermometers
SAFETY	SAFETY	SAFETY	SAFETY	SAFETY	SAFETY	SAFETY	SAFETY	SAFETY	SAFETY
Carpets/Rugs	Carpets/Rugs	Carpets/Rugs	Carpets/Rugs	Carpets/Rugs	Carpets/Rugs	Carpets/Rugs	Carpets/Rugs	Carpets/Rugs	Carpets/Rugs
Chemical	Chemical	Chemical	Chemical	Chemical	Chemical	Chemical	Chemical	Chemical	Chemical
Cords	Cords	Cords	Cords	Cords	Cords	Cords	Cords	Cords	Cords
Locks	Locks	Locks	Locks	Locks	Locks	Locks	Locks	Locks	Locks
Outlets	Outlets	Outlets	Outlets	Outlets	Outlets	Outlets	Outlets	Outlets	Outlets
Sharp Corners	Sharp Corners	Sharp Corners	Sharp Corners	Sharp Corners	Sharp Corners	Sharp Corners	Sharp Corners	Sharp Corners	Sharp Corners
Toys	Toys	Toys	Toys	Toys	Toys	Toys	Toys	Toys	Toys
Visitor Log	Visitor Log	Visitor Log	Visitor Log	Visitor Log	Visitor Log	Visitor Log	Visitor Log	Visitor Log	Visitor Log

**Note: Fill in the date above the day of the week and cross out extra columns of days before and after the month.

Write the Location of each of the following items:

Emergency Plan _____ First Aid Kit _____ Fire Extinguisher _____
 Flashlight _____ Old Files _____ Medications _____
 Door & Window Keys _____

WSE-VDC-CY (608-10a)

SUBJECT: Standing Operating Procedures for Housekeeping of CYS Facilities

FCC Provider Daily Checklist

Daily FCC Provider Addendum

	M	T	W	Th	F
Toys and equipment replaced in proper containers.					
Blocks and block props are organized.					
All objects cleared from under heaters/radiators.					
Items in boxes, bins, shelves and containers are sorted.					
Children's personal belongings stored in cubies.					
All puzzles put together.					
Felt tip pens and markers all closed with proper tops.					
Paint area cleaned and ready for next day.					
Trash is picked up from the floor.					
Sink counter and shelf unit tops are clean.					
Tables are wiped off.					
All food is stored correctly.					
All left over baby formula and open jars are discarded.					
Rugs in play areas are swept.					
Floors and play surfaces wiped clean with disinfectant.					
Garbage removed from premises.					
Dishes and eating utensils washed and cleared.					
Food preparation surfaces washed with disinfectant.					
Bathroom stools, sinks, and floors washed with disinfectant solution.					

*** initial in the appropriate boxes that the items have been checked***

SUBJECT: Standing Operating Procedures for Daily Closing Checklist

FCC Provider Daily Closing Checklist

The following procedures should be followed on a daily basis prior to closing your home.

Daily Closing FCC Provider Addendum

	M	T	W	Th	F
All toys have been cleaned with the appropriate bleach solution and left to air dry. Unwashed toys are separated from dirty toys to prevent from reusing dirty toys.					
All electrical appliances have been turned off and the cords placed out of reach of the children					
Tables, chairs, highchairs and shelves have been cleaned and are in stable condition.					
Mats have been cleaned and bed linens changed.					
Trash cans and diaper pails have been emptied.					
Outdated materials/information/artwork or other program materials have been discarded.					
General housekeeping has been accomplished (ex; table toys put back on shelves, dramatic play materials returned to their appropriate places.					
The refrigerator has no old food and bottles have been discarded and the refrigerator surfaces are clean.					
The movable equipment items on the playground area have been collected and stored in their appropriate places and all riding toys, strollers, ex., have been secured in the outdoor storage area.					
The playground area is free of debris and all trash has been placed in trash receptacles					
The emergency exit playground gates have been locked.					

* initial in the appropriate boxes that the items have been checked*

END OF THE WEEK	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Cubbies are cleaned out.				
Walls in paint area are wiped off.				
Art supplies are checked and re-stocked.				

END OF THE MONTH	SIGNATURE
Wall covering in paint area replaced, if necessary.	
Labels replaced as needed.	
Displayed art work is changed.	
Closets are clean.	
Paint smocks are washed	
Clothes and dolls in dramatic play area are washed.	

DAILY FCC PROVIDER ADDENDUM	M	T	W	TH	F	S
Rugs in play areas are swept.						
Floors and play surfaces wiped with disinfectant.						
Garbage removed from premises.						
Dishes and eating utensils washed and cleaned.						
Food preparation surfaces washed with disinfectant.						
Bathroom stools, sinks, and floors washed with disinfectant solution.						