

Daily Chore List Procedures

Mix/test/record disinfect/sanitize solutions

Refer to Disinfecting and Sanitizing policy and procedures.

Bleach mixtures must be mixed fresh daily and stored in properly labeled spray bottles.

Test with test strip to ensure proper concentration. Record results on Bleach Solution Test Strip Record.

Sanitizing solution—8-10 drops bleach to 1 quart water (50-200 ppm)

Disinfecting solution—1 tablespoon (15 ml) bleach to 1 quart water (500-800 ppm)

Clean picnic table, seats, benches

Refer to Disinfecting and Sanitizing policy and procedures.

Disinfect every morning. Sanitize between groups and at the end of the day.

Precleaning is required for heavily soiled areas. Spray with disinfecting solution until thoroughly wet, let stand for at least 10 seconds. Wipe. Repeat.

Record cleaning on Daily Cleaning Record.

Clean Portajohns

Refer to Disinfecting and Sanitizing policy and procedures.

Disinfect with disinfecting wipes every morning and as needed. Wipe all areas-door, shelf, seat,lid, bench area. Dry seat with papertowel or tissue to remove streaks. Sweep floor, remove spider webs.

Record cleaning on Daily Cleaning Record.

Clean Hand Sanitizing Stations

Refer to Disinfecting and Sanitizing policy and procedures.

Disinfect every morning and as needed. Spray table, wipes container and sanitizer container with disinfecting solution until thoroughly wet, let stand for at least 10 seconds. Wipe.

Record cleaning on Daily Cleaning Record.

Sanitizer/wipes @ toilets, goats, maze

Stock hand sanitizer and wipes at each sanitizing station every morning and as needed.

Clean Handwashing station

Refer to Disinfecting and Sanitizing policy and procedures.

Disinfect every morning and as needed.

Precleaning is required for heavily soiled areas. Spray with disinfecting solution until thoroughly wet, let stand for at least 10 seconds. Wipe. Repeat. Clean top and bottom troughs, soap dispensers and holders, faucet handle.

Record cleaning on Daily Cleaning Record.

Papertowels/soap@handwashing station

Stock papertowels and soap every morning and as needed.

Daily Chore List Details

Clean refrigerators,cabinets

Refer to Disinfecting and Sanitizing policy and procedures and Refrigerator Cleaning.

Disinfect the outside cabinet, handles, and seals daily. Disinfect interior of refrigerators at the start of each season and as needed.

Silver storage cabinets should be sanitized inside as needed and outside daily.

Record cleaning on Daily Cleaning Record.

Record Refrigerator Temperatures

Refer to Refrigerator Cleaning and Temperature Monitoring Policy.

Temperature of all refrigerators will be recorded on the Refrigerator Temperature Log . 33-40 F

Clean water coolers

Refer to Disinfecting and Sanitizing policy and procedures.

Disinfect water coolers every morning and as needed. Inside, outside, handles, spout, cup holder.

Record cleaning on Daily Cleaning Record.

Fill water coolers for maze—extra cups

Confirm coolers have been disinfected .

Fill with water and 1 bag of ice. Fill cup holder with cups. Place on table at maze. Extra sleeve of cups.

Spider webs

Use broom or other means to remove all webs from all areas. Kill any spiders found. Remove wasp nests and any other pests . Wasp spray is available.

Bags in trashcans

Place bags in trashcans every morning and as needed. Make sure we have recycle bins for plastic and aluminum cans also. Remind visitors to remove lids from plastic bottles.

Open bone room-wipe tables, webs, restock

Wash tables and exhibit items daily. Remove spider webs and other pests in hallway and bone room. Replace broken or missing items . Raise curtains every morning.

Open Maze

Restock candies, peanuts, pencils. Spray and/or reink stamp pads. Dry boards and stamp tables. Look for fire ants and other pests. Refill Millie's bottles and milk jugs. Check water in rain gauge. Set out scales, potatoes, corn, soybeans, oats. Check cotton , wool, and eggs. Pick up trash.

Open playground, webs, hulahoops, barrels

Check area for fire ants, spiders and other pests. Remove webs and wasp nests. Dry slide and inside of barrels if wet. Check for splinters, loose nails and boards, trash and foreign objects. Place barrels and hulahoops at side of trailer. DO NOT open trailer. Make sure all fences and panels are secure .

Daily Chore List Details

Fill goat feed cups

Put small amount of goat feed in cups and stack in red Coke crate. Make enough for the number of visitors for the day. Locate bucket or container for empty cups after children feed goats. Goat feed will be in blue laundry cart under tobacco barn shelter or in feed shelter.

Fill well, wash tub if needed

Fill well tub with water. Pump house is beside well. If water is soiled, dump out (water flowers with it). Wash tub with bleach solution and refill.

Look for & scoop poop on ground and fences

Just what it says and look everywhere for all kinds! Throw it in the pasture. Scrape it off fences and spray with disinfecting bleach, wipe, repeat, air dry.

Rake animal pens as needed

Rake and scoop up. Put in a bucket and dispose of at compost pile.

Water all animals, wash bowls as needed.

Check every morning.

Water flowers, pluck deadheads

Use water from water coolers or well tub if available. Drop deadheads in planter. Pull any grass/weeds.

Fill hummingbird and suet feeders

This is to, hopefully, help with yellow jackets. Hummingbird nectar is in silver cabinet. Notify me if suet feeder is empty, it gets raw meat.

Rake rocks back into rockbeds

Never ending job. Kick or rake them, just don't let a kid see you throw them back!

Pick up pine cones/limbs, and off pen tops

Barnyard area, off top of animal pens, along path, June's yard and my yard. Dispose of all pinecones and limbs at compost pile.

Put up flags

Make it look pretty

Unplug electric fences x2

One under shop shelter, one in horse barn –first stall on left

Rake picnic shelter

Smooth gravel, remove all trash

Daily Chore List Details

Sweep horse barn floor if using barn

Verify number of groups for the day to determine if barn will be used

Restock Pumpkin patch

If needed, pumpkins will be placed in field while no children are present. Count the number put out and rotten (throw in woods). Record numbers of each bin and return to Tami.

Restock bags for pumpkins

Extra bags are in big barn. Make sure markers are available also

Check fuel, oil, water, fluids, air for tractors/trailers

Make sure everything is ok. Look for equipment in good repair. Remove spider webs. Everything is in shop. Fuel is in front of my house.

Close maze

Remove candies, peanuts, to picnic shelter silver cabinet. Replace pencils. Close all boxes. Make sure they are snapped shut. Place crop boxes, wool, and scales under box. Look for fire ants and other pests. Pick up trash. Empty candy trashcans. Look for lost items. Let me know if you find cigarette butts.

Close playground

Look for lost items. Place hoops and barrels next to trailer.

Empty trashcans, wash as needed

Tie bags and place in dumpster. Wash trashcan if needed. Aluminum cans and plastic (lids need to be removed) can be placed in end stall of big barn in recycle bins. Leave some in each can so children will know to recycle.

Take down flags

Remove and place under shelter near their holder.

Plug in electric fences x 2

Unless you want to help me later!

Restock drinks, water, snacks

Make sure we have plenty for the next day. Let me know if we run low on anything.