

## Atrium Clean- up Check List

Use this list to clean up each week. Spending 10 minutes cleaning- up the atrium makes the following Sunday set up easier. Keeping material in the same place in a neat and organized manner helps the children work independently. As needed:

### Organize Practical Life Centers

- Wipe spills
- Add water to containers if needed
- Return misplaced material to appropriate location on shelf
- Sort any misplaced dry pouring or sorting material
- Discard dead flowers and water
- Flowers that may be reused Wed should have water
- Restock cotton balls/ towels/ rags for polishing
- Clean and restock brass, silver and glass polish
- Wipe sink, wash out all polish residue

### Organize Art Center

- Sort pencils
- Sharpen pencils if need
- Restock plain paper
- Restock tracing paper

### Parable of the Leaven

- Clean dishes (if child has not done so)
- Restock flour, yeast (supplies in closet)
  
- Preparation of Cruets and Chalice-Empty "wine" container and rinse
- Presentation Materials such as Jerusalem, the cenacle, the Prayer Table are left put away not set up.

### General Tasks

- Check candle and match supply and put used matches in trash
- Return any misplaced Scripture booklets to appropriate lesson
- Straighten all shelves, carpet squares and book
- Periodically take home and washcloth items that look dirty esp. the fair linen.

Is the Atrium material ready for next week?