



DOWN TIME ACTIVITIES

A list of items to keep your staff busy and on point.

Please note the date and time, as well as initial each item as you complete them. All items should be completed at least once a month if not more often. Check back often, as more items may be added to the list. Please complete items before signing off.

ACTIVITY	Date	Initails	Date	Initails	Date	Initails
Remove everything for the shelves above the sink, clean the shelves and clean all display items before putting them back on shelves						
Clean mason jars and tiles completely						
Clean and organize paint shelves						
Organize and clean stencils						
Organize and clean stamps						
Organize and clean adult brushes						
Organize and clean kid brushes						
Clean the bathrooms (this includes the toilet, seat, the actual toilet itself, sink, floors, baby changing table, hand rails, mirror)						
Clean all doors - wipe down the back parts, clean the glass and the metal frame around the windows, wipe down the door handles						
Wipe down black base boards and clean along the floor and wall						
Wash inside and outside of all trash bins						
Scrub tables top to bottom						
Scrub chairs						
Dust and wipe down all display shelves, and display items						

Thanks to Blaine Naessans owner of Naked Plates Studio for sharing this helpful list with us!



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Clean all Clover Screens with the Black Cloths provided (and only the Black Cloths!!!)						
Clean all windows in the Studio, including all doors, wash windows outside (use the squeegee and bucket, and a rag. Wipe down the frame as well)						
Dust all the ledges in the studio						
Vacuum under all tables, rugs, and bathroom areas						
Wipe down all canvases throughout the studio						
Wipe down the studio walls						
Do a FULL mop of the store						
Wipe down the furniture in the front vestibule area						
Sweep and mop front vestibule area						
Clean and Dust all displays and display items in front vestibule area						
Wipe the outside, and vacuum inside the Kilns						
Organize the posts and stilts						
Clean the glaze bucket, wheels, lid, sides, and base						
Remove the glaze from the dipping shelves (wipe them down, take a scrub brush to knock off the extra glaze, spray it down, and wipe them clean)						

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