**Logo

Description automatically generatedExcellence Walk Checklist**

*“We work at maintaining excellence and quality in all that we do since we are a reflection of God.”*

**Lobby/Common Area/Restrooms**

* Lobby furniture is clean and straight
* All trash has been picked up, floors are clean, and the area smells nice
* The outside entrances are clean and tidy
* Supply closet clean and organized
* Restrooms are stocked with soap and paper towels and all surfaces are clean
* Look at the weather forecast and plan accordingly (umbrellas, ice melt, extra floor mats, ‘wet floor’ signs)

**Guest Services**

* “First-time Family” bags are stocked
* Guest Services counter is clean and clutter-free, and it’s stocked with family information sheets and pens
* Extras of everything (pens, information sheets, family bags, nametag tape) are stocked in the cabinet

**Self-Check-In Area**

* New nametag rolls are in printers and extras are nearby
* Screens and scanners are clean
* Computers are booted up and working properly
* All wires/cords are zip-tied and organized

**Classrooms**

* Crayons are new or in good shape
* Supply cart is stocked and ready for class
* Curriculum videos are downloaded properly and play all the way through
* Television, remote, and playback device are working
* Batteries in all toys are working
* Walls, floors, and glass are clean: look for trash, gum, crumbs, spills, fingerprints, etc.
* Diaper stations in baby rooms are stocked with wipes, diapers, gloves, disinfectant, and stickers

**Final Sweep**

When the “excellence walk” is completed indoors, go to the parking lot and walk into the building. Imagine you’re a parent bringing your child for the first time: does anything stand out?

Does the children’s ministry area look: Clean? Safe? Engaging? Welcoming?

Yes? Congratulations! Your kids’ area looks *excellent*!