



## **Excellence Walk Checklist**

***“Excellence inspires people and honors 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***

- All rooms have sign-in sheets for the parents
- Pens for the sign-in sheets have caps

- 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
- Sound/tech booth is organized, and any music or video files are queued up
- 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 in to 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!*