

■■■■■■ Toy Library



Cleaning and Storage

- Toys to be cleaned on return preferably soap and water and utensil needed (i.e cloths and possibly small brush to reach small spaces). Any soft equipment will need to be laundered. To ensure this is carry out properly, toys being brought back will not be able to be reissued until the following week.
- Toys being borrowed should been given a wipe down with dettox and cloth before being issued.
- All toys to be checked when going out and coming back to make sure they are complete.
- Any damage or missing part must be recorded.
- All items being checked in/out must be marked of against the appropriate lists.
- All items to be put in the appropriate storage containers.

