


Cleaning/Sanitizing/Disinfecting Checklist

Classrooms should be cleaned regularly by Early Learning and/or custodial staff to make sure the learning environment is consistently suitable for young children. Refer to this schedule for cleaning, sanitizing, and disinfecting all areas of the classroom. Follow the guidelines outlined in the *Cleaning Process Chart*.

Clean after each use	Sanitize	Disinfect
Dining tables (before and after)	*	
Food preparation counters	*	
Food thermometers	*	
Food preparation items	*	
Eating utensils, plates, and cups	*	
Toothbrush holders without brushes	*	
Phone receiver		*
Any dirty or soiled surfaces	*	
Water tables – after each group of children	*	
Diaper changing areas		*
Any surface contaminated with body fluids		
Project table/areas	*	
Toys that came in contact with a child's mouth	*	

Clean weekly (or sooner if needed)	Sanitize	Disinfect
Children's cubbies	*	
Dishwasher – clean out food trap	*	
Floors – mopped		*
Stove & oven – deep clean	*	
Smoke hood – clean out filter	*	
Toothbrush holders – deep clean without brushes		*
Refrigerator – deep clean	*	
Porous cloth toys and dress up clothes	Launder	
Sheets and blankets for individual children	Launder	
Crib mattresses and sleeping mats	Sanitize weekly if used by same child Sanitize daily if used by different children	
Furniture	Dust	
Small rugs	Vacuum	

Clean daily	Sanitize	Disinfect
Infant/toddler toys	*	
Stove top	*	
Refrigerator	*	
Microwave	*	
Handwashing sinks		*
Bathrooms – toilets, floor, sinks, and faucets		*
Door knobs, cabinet handles		*
Garbage cans		*
Walls		*
Cloth Rags	Launder	
Floors	Sweep, damp mop	
Carpets	Vacuum	

As needed
<ul style="list-style-type: none"> • Clean refrigerator drip pan • Defrost freezer when ¼ inch of ice buildup is visible • Clean storeroom • Launder small rugs • Clean carpets every month or sooner if needed
 Wear disposable gloves when disinfecting any area or surface. Do not use sanitizing or disinfecting solutions near children.