

Cleaning Schedule

Guidelines for a Clean and Healthy Child Care Environment

Task	Sanitize	Disinfect	Daily	Weekly	Before & After Each Use	Comments:
Child Care Areas						
Door & cabinet handles		X	X			At the end of the day.
Drinking fountains		X	X			
Mouthed toys	X				X*	Removed from use after it has been in contact with mouth, then cleaned and sanitized prior to reuse.
Pacifiers	X		X*			Should be cleaned with soap and water between uses by same child. Sanitized either by boiling in hot water or washing in dishwasher once daily. Pacifiers should never be shared.
Cloth toys & dress-up clothes	X			X		Sanitized with bleach according to equipment manufacturer's instructions or washed above 140°F.
Hats & helmets	X				X	After each child's use.
Infant & toddler toys	X		X*			
Preschool & school age toys	X			X*		Site specific cleaning schedule must be developed and followed.
Water tables	X				X	
Upholstered furniture				X*		Clean at least twice each year using a carpet shampoo machine or steam cleaner.
Garbage cans		X	X*			
Rugs & carpets			X*			Vacuumed daily when children are not present. Clean at least once every 6 months using a carpet shampoo machine or steam cleaner. For infant rooms, clean at least once per month.
Floors (tile, linoleum, etc.)	X*		X			Sweep or vacuum, then sanitize .
Floors, carpets, rugs, or surfaces with bodily fluid or spit-up		X	X*			Children should be moved from area contaminated with blood or OPIM prior to cleaning and disinfecting with either high heat or an EPA registered product. Children should not return to carpeted areas until dry.
Sleeping Areas						
Cribs, cots, mattresses & mats	X			X*		Clean and sanitize before use by different child.
Laundry - Bedding: sheets, blankets, sleep sacks, etc.	X			X		Should be done on-site or by a commercial service (i.e. not washed in a private home). Sanitized with bleach according to equipment manufacturer's instructions or washed above 140°F.

Task	Sanitize	Disinfect	Daily	Weekly	Before & After Each Use	Comments:
Toileting and Diaper Areas						
Handwashing sinks, counters, toilets, toilet handles, & floors		X	X*			Clean immediately if visibly soiled.
Changing tables		X			X	After each use.
Potty chairs		X			X	After each use.
Diaper trash cans		X	X			Emptied throughout the day.
Bathroom floors		X	X*			Disinfectant is not used on floors when children are present.
Food Areas						
Refrigerator/ freezer	X			X		Cleaning and sanitizing refrigerator monthly is OK. Defrost freezer when more than ¼ inch frost develops or temperature exceeds 0°F
Eating utensils, bottles, & dishes	X				X	After each use.
Kitchen counters	X				X*	
Food preparation surfaces	X				X	
Food preparation sinks	X		X			
Kitchen equipment: blenders, can openers, pots & pans, cutting boards	X				X*	After each use.
Tables & high chair trays	X				X	
High chairs	X		X			
Kitchen floors	X		X			Swept, washed, rinsed and sanitized.
Other Cleaning Items						
Mops		X	X			Cleaned, rinsed and disinfected in utility sink. Air dried in an area with ventilation to the outside & inaccessible to children.
Laundry - Bibs & burp cloths	X				X	Sanitized with bleach according to equipment manufacturer's instructions or washed above 140°F.
Spray bottles of soap, rinse water & bleach solutions		X	X			See Bleach Solution Preparation Procedure for where to clean bottles.
Pet supplies						See your pet policy. Pregnant women & children should not clean animal cages, empty litter boxes, clean fish tanks, etc.

The 3-Step Method is 1. WASH, 2. RINSE, and 3. SANITIZE or DISINFECT

- **Sanitizing** solution is used to reduce germs from surfaces but not totally get rid of them. **Sanitizers** reduce the germs from surfaces to levels that are considered safe. The **sanitizing** 3- step method is most often used for food surfaces, kitchen, and classrooms.
- **Disinfecting** solution is used to destroy or inactivate germs and prevent them from growing. **Disinfectants** are regulated by the U.S. Environmental Protection Agency (EPA). The **disinfecting** 3- step method is most often used for body fluids and bathrooms/diapering areas.

***At times it may be necessary to clean, rinse and sanitize/disinfect more frequently.**