

CLASSROOM CLEANING CHECKLIST

Staff Name _____

NOTE! WEAR DISPOSABLE GLOVES!

Clean	Clean and Disinfect	Clean and Sanitize
<p>DAILY</p> <p>_____ Vacuum carpets</p> <p>WEEKLY</p> <p>_____ All toys other than mouth toys</p> <p>_____ Shelves</p> <p>_____ Telephones</p> <p>_____ Light switch plates</p> <p>_____ Dress up clothes</p> <p>_____ Pet cages</p> <p>_____ Small rugs</p> <p>_____ Cubbies</p> <p>_____ Trash cans</p> <p>_____ Child seats</p> <p>_____ Cribs/playpens</p> <p>MONTHLY</p> <p>_____ Walls</p>	<p>DAILY</p> <p>_____ Mats</p> <p>_____ Cots</p> <p>_____ All floors</p> <p>_____ Mops</p> <p>_____ Doorknobs</p> <p>_____ Countertops*</p> <p>_____ Tabletops*</p> <p>_____ Drinking fountains</p> <p>(*not used as food contact surfaces)</p> <p>AFTER EACH USE</p> <p>_____ Diaper changing table</p> 	<p>DAILY</p> <p>_____ Tooth brushing trays</p> <p>_____ Handwashing sink</p> <p>BEFORE EACH USE</p> <p>_____ Table tops and high chair trays immediately before eating.</p> <p>AFTER EACH USE</p> <p>_____ Tabletops</p> <p>_____ Countertops</p> <p>_____ High chairs</p> <p>_____ Teething rings</p> <p>_____ Bottle nipples</p> <p>_____ Mouthed toys</p> <p>_____ Pacifiers</p> <p>_____ Thermometers</p> <p>_____ Water play containers</p> <p>_____ Crib rails</p> <p>_____ Computer keyboard</p>

NOTE! Your cleaning assignments are circled. Complete these tasks by _____. Place your initials on the line _____ after each item is cleaned, disinfected and sanitized. Once completed, return this checklist to _____.

date/time

staff title/name



Immediately clean any surface soiled with body fluids (blood, saliva, mucus, vomit, urine, stool, eye or wound drainage). Follow *Body Substance Clean-Up Policy*.

See RESTROOM CLEANING CHECKLIST for restroom items.



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