

Cleaning/Sanitizing/Disinfecting Checklist

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	•	
Any dirty or soiled surfaces	•	
Water tables: after each group of children	•	
Diaper changing areas		•
Any surface contaminated with body fluids		•
Project table/areas	•	

Clean daily	Sanitize	Disinfect
Infant/toddler toys and all items that may have been in a child's mouth	•	
Stove top	•	
Refrigerator	•	
Microwave	•	
Bathrooms: toilets, floor, sinks, and faucets		•
Door knobs, cabinet handles	•	
Garbage cans		•
Walls		•
Cloth rags	Launder	
Floors	Sweep, damp mop	
Carpets	Vacuum	

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		•
Phone receiver		•
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 when used by same child.*	
*Sanitize daily if used by different children.		
Small rugs	Launder	
Furniture	Dust	

As needed
Clean refrigerator drip pan Defrost freezer when ¼" of ice buildup is visible Clean storeroom 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.

Classrooms should be cleaned regularly by early learning staff and/or custodial staff to ensure 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*.