

## Cleaning Schedule

### Guidelines for a Clean and Healthy Child Care Environment

Task	Sanitize	Disinfect	Daily	Weekly	Before & After Each Use	Comments:
<b>Child Care Areas</b>						
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 <b>sanitized</b> prior to reuse.
Pacifiers	X		X*			Should be cleaned with soap and water between uses by same child. <b>Sanitized</b> 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. <b>For infant rooms, clean at least once per month.</b>
Floors (tile, linoleum, etc.)	X*		X			Sweep or vacuum, then <b>sanitize</b> .
Floors, carpets, rugs, or surfaces with bodily fluid or spit-up		X	X*			Children should be moved from area contaminated with blood or OPIM <b>prior</b> to cleaning and <b>disinfecting</b> with either high heat or an EPA registered product. Children should not return to carpeted areas until dry.
<b>Sleeping Areas</b>						
Cribs, cots, mattresses & mats	X			X*		Clean and <b>sanitize</b> 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:
<b>Toileting and Diaper Areas</b>						
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.
<b>Food Areas</b>						
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.
<b>Other Cleaning Items</b>						
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 <b>Bleach Solution Preparation Procedure</b> 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.**