

Sanitizing and Cleaning Schedule

Class#: _____ HS ___ EHS ___ CC ___ Week of: _____

Clean: Use soapy water and wipe down. Disinfect: spray with disinfect solution and let dry. Sanitize: Spray with sanitize solution and let dry.				Code: initial when done					
Directions to mix Bleach/Water Solution is written in ECD/Health section in Workplans.		Type of Cleaning		Mon	Tue	Wed	Thur	Fri	
To be Completed Daily		Clean	Disinfect	Sanitize					
Diaper Genie and Changing Table		x	x						
Clean table tops, legs, edges, underneath side		x		x					
Clean all chairs, arms, legs, <i>backs</i>		x		x					
Mouthed toys in "to be cleaned bucket"		x		x					
Tooth brushing Cart, holders, mirrors & sinks after tooth brushing		x		x					
Water Table after water play (if used)		x		x					
Art Easel, brush & paint cups, floor under drying rack (if used)		x							
Dry erase/chalk boards (if used)		x							
To be Completed Weekly		Clean	Disinfect	Sanitize	Weekly				
Art Area & Writing Area & Music Area		x							
Block Area & Manipulative Area		x							
Dramatic Area / Dress-Up Clothes/ Hats		x							
Discovery Area & Sand/Water Table		x							
Children's lockers		x		x					
Classroom seating (mats/cushions)		x		x					
Computer Area, Quiet Area, Library		x							
Classroom microwave and frige (Infant)		x		x					
Cots, Sheets and Blankets, if applicable (HS and Transition)		x							
Outdoor Equipment (as needed)		x		x					
To be Completed Twice Weekly		Clean	Disinfect	Sanitize	Twice Weekly				
0-3 Cots/Cribs, if applicable (cribs daily)		x		x					
0-3 Sheets/Blankets, if applicable		x							
Daily Closing Duties					Mon	Tue	Wed	Thur	Fri
Empty bleach and water bottles		<div style="font-size: 2em; font-weight: bold;">X</div>							
Toilets are flushed, restroom floors are free of toilet paper and paper towels.									
Restock classroom consumables									
Close/ <i>Clean</i> Windows & Doors to Room									
Remove clutter from lockers & window ledges and wipe down									
Staff Signature									
M									
T									
W									
TH									
F									