

Routine Schedule for Cleaning, Sanitizing, and Disinfection

Areas	Before Each Use	After Each Use	Daily (At the end of the day)	Weekly	Monthly	Comments
Food Areas						
• Food preparation surfaces	Clean, Sanitize	Clean, Sanitize				Use a Sanitizer safe for food contact
• Eat utensils & dishes		Clean, Sanitize				If Washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize
• Tables & highchair trays	Clean, Sanitation	Clean, Sanitation				
• Countertops		Clean	Clean, Sanitation			Use a sanitizer safe for food contact
• Food Preparation appliances		Clean	Clean, Sanitize			
• Mixed Use Tables	Clean, Sanitize					Before serving food
• Refrigerator					Clean	
Child Care Areas						
• Plastic mouthed toys		Clean	Clean, Sanitize			
• Pacifiers		Clean	Clean, Sanitize			Reserve for use by only one child, Use dishwasher or boil for one minute
• Hats			Clean			Clean after each use if head lice present
• Door & cabinet handles			Clean, Disinfect			

• Floors			Clean			Sweep or vacuum, then damp mop, (Consider micro fiber damp mop to pick up most particles)
• Machine Washable cloth toys				Clean		Laundry
• Dress-Up Clothes				Clean		Laundry
• Play activity centers				Clean		
• Drinking Fountains			Clean, Disinfect			
• Computer keyboards		Clean, Sanitize				Use Sanitizing wipes, do not use spray
• Phone receivers			Clean			

Toilet & Diapering Areas

• Changing Tables		Clean, Disinfect				Clean with detergent, rinse, disinfect
• Potty chairs		Clean, Disinfect				
• Handwashing sinks & faucets			Clean, Disinfect			
• Countertops			Clean, Disinfect			
• Toilets			Clean, Disinfect			
• Diaper Pails			Clean, Disinfect			Damp mop with a floor cleaner/disinfect

Sleeping Areas

• Bed Sheets & pillow cases				Clean		Clean before use by another child
• Cribs, cots, & mats				Clean		Clean before use by another child
• Blankets					Clean	