

## SAMPLE CLEANING, SANITIZING AND DISINFECTING SCHEDULE

AREA	CLEAN	SANITIZE	DISINFECT	FREQUENCY
<b>Classroom/Child Care/Food Areas</b>				
Countertops/Tabletops, Floors, Doors and Cabinet Handles	X	X		Daily and when soiled
Food Preparation and Service Surfaces	X	X		Before and after contact with food activity; between preparation of raw and cooked foods
Carpets and Large Area Rugs	X			Vacuum daily when children are not present. Clean with carpet cleaning method approved by local health authority. Clean carpets only when children will not be present until the carpet is dry. Clean carpets at least monthly in infant areas, at least every 3 months in other areas and when soiled
Small Rugs	X			Shake outdoors or vacuum daily. Launder weekly
Utensils, Plates, and Cups	X	X		After each child's use, or use disposable, one-time utensils
Cribs and Crib Mattresses	X	X		Weekly, before use by a different child, and whenever soiled or wet
Cubbies	X			Monthly and when soiled
Phone Receivers	X	X		Weekly
Sheets and Pillowcases - used in napping and cozy area	X			Weekly and when visibly soiled or wet
Cots or mats used for napping	X	X		Weekly, before use by a different child, and whenever soiled or wet. Daily if stored touching

<b>Toys</b>				
Toys that are contaminated with saliva	X	X		After each child's use and daily
Toys that are not contaminated with body fluids	X	X		Weekly and when visibly soiled
Dress-up clothes not worn on the head	X			Weekly and when visibly soiled
Combs and Hairbrushes	X			Weekly, when visibly soiled and after each child's use
Machine-washable cloth toys	X			Weekly and when visibly soiled
Dress-up hats	X	X		After each child's use or use disposable hats that only one child wears.

<b>Toilet and Diapering Areas</b>				
Handwashing sinks, faucets, surrounding counters, soap dispensers, door knobs	X	X		Daily and when soiled
Toilet seats, toilet handles, door knobs or cubicle handles, floors	X		X	Daily, or immediately if visibly soiled
Toilet bowls	X		X	Daily
Changing tables	X		X	After each child's use

<b>General Facility</b>				
Mops and cleaning rags	X	X		Clean and sanitize mops and rags after each use. After cleaning and sanitizing, hang mops and rags to dry.
Waste and diaper containers	X		X	Daily
Any surface contaminated with body fluids: mucus, vomit, urine, stool, or blood.	X		X	Immediately. For blood contamination use a 1:10 bleach solution (one part bleach to 10 parts water)

Adapted from: CARING FOR OUR CHILDREN, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs. 2nd Edition, American Academy of Pediatrics, American Public Health Association, and U.S. Department of Health and Human Services. 2002

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