

Routine Schedule for Cleaning, Sanitizing, and Disinfecting

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
Eating 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, Sanitize	Clean, Sanitize				
Countertops		Clean	Clean, Sanitize			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 Area						
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		Launder
Dress-up clothes			Clean		Launder
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		T		Т	T =
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			
• Floors		Clean, Disinfect			Damp mop with a floor cleaner/ disinfectant
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	by another child
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