

# Daycare Cleaning Checklist

## DAILY TASKS:



### Playrooms and Classrooms:

- Sanitize toys and play equipment.
- Wipe down tables, chairs, and all high-touch surfaces with a child-safe disinfectant.
- Sweep and mop floors with a non-toxic cleaner.
- Clean and disinfect diaper changing areas after each use.
- Replace crib sheets and nap mats after each use.



### Kitchen and Eating Areas:

- Wash and sanitize all eating surfaces before and after meals.
- Clean all dishes, utensils, and bottles in a dishwasher or by hand with hot, soapy water.
- Sweep and mop floors after snacks and meals.
- Wipe down appliances and cabinets with a mild disinfectant.



### Restrooms:

- Sanitize toilets, sinks, and faucets.
- Restock hand soap, toilet paper, and paper towels.
- Empty trash bins and replace liners.
- Sweep and mop floors with a disinfectant.



### Entrance and Common Areas:

- Disinfect doorknobs, light switches, and other high-touch areas.
- Vacuum carpets and rugs.
- Organize shoes, coats, and personal items in designated areas.

## WEEKLY TASKS:



### Playrooms and Classrooms:

- Wash all fabric items such as costumes, pillows, and curtains.
- Vacuum soft furnishings and deep clean carpets.
- Clean windows and glass surfaces.
- Check and clean under furniture and in corners for dust and debris.



## Kitchen and Eating Areas:

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- Deep clean refrigerators and freezers.
- Clean ovens and microwaves.
- Organize pantry and food storage areas to discard expired items.



## Restrooms:

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- Deep clean all surfaces, focusing on areas that may accumulate grime.
- Check and clean vents and fans for optimal air quality.

# MONTHLY TASKS:



## Playrooms and Classrooms:

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- Sanitize all toys, including those that may not be used daily.
- Clean and sanitize storage bins and shelves.
- Inspect and clean indoor play structures and equipment.



## Outdoor Play Area:

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- Clean and sanitize outdoor toys and play structures.
- Ensure sandboxes are covered when not in use and clean them as needed.
- Sweep and wash playground surfaces.



## Whole Facility:

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- Dust and clean all light fixtures and high surfaces to reduce dust and allergens.
- Inspect safety equipment and first aid kits; restock as necessary.
- Test smoke detectors and carbon monoxide alarms.



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