# Routine Schedule for Cleaning, Sanitizing, and Disinfecting

<table>
<thead>
<tr>
<th>Areas</th>
<th>Before Each Use</th>
<th>After Each Use</th>
<th>Daily (At the End of the Day)</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Areas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Food preparation surfaces</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Eating utensils &amp; dishes</td>
<td></td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tables &amp; highchair trays</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Countertops</td>
<td></td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>• Food preparation appliances</td>
<td></td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mixed use tables</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Before serving food</td>
</tr>
<tr>
<td>• Refrigerator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Clean</td>
</tr>
<tr>
<td><strong>Child Care Areas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Plastic mouthed toys</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Reserve for use by only one child; Use dishwasher or boil for one minute</td>
</tr>
<tr>
<td>• Pacifiers</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hats</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Clean after each use if head lice present</td>
</tr>
<tr>
<td>• Door &amp; cabinet handles</td>
<td></td>
<td>Clean, Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Toilet & Diapering Areas

- **Changing tables**: Clean, Disinfect
- **Potty chairs**: Clean, Disinfect
- **Handwashing sinks & faucets**: Clean, Disinfect
- **Countertops**: Clean, Disinfect
- **Toilets**: Clean, Disinfect
- **Diaper pails**: Clean, Disinfect
- **Floors**: Clean, Disinfect

### Sleeping Areas

- **Bed sheets & pillow cases**: Clean
- **Cribs, cots, & mats**: Clean
- **Blankets**: Clean

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**Floors**
- Clean

**Machine washable cloth toys**
- Clean

**Dress-up clothes**
- Clean

**Play activity centers**
- Clean

**Drinking Fountains**
- Clean, Disinfect

**Computer keyboards**
- Clean, Sanitize

**Phone receivers**
- Clean

**Toilet & Diapering Areas**
- **Changing tables**: Clean, Disinfect
- **Potty chairs**: Clean, Disinfect
- **Handwashing sinks & faucets**: Clean, Disinfect
- **Countertops**: Clean, Disinfect
- **Toilets**: Clean, Disinfect
- **Diaper pails**: Clean, Disinfect
- **Floors**: Clean, Disinfect

**Sleeping Areas**
- **Bed sheets & pillow cases**: Clean
- **Cribs, cots, & mats**: Clean
- **Blankets**: Clean