K

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 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		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					
• 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	