### 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>
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<tr>
<td>• Food preparation surfaces</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>• Eating utensils &amp; dishes</td>
<td></td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>• Tables &amp; highchair trays</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
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<td></td>
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<tr>
<td>• Countertops</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>• Food preparation appliances</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
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<tr>
<td>• Mixed use tables</td>
<td>Clean, Sanitize</td>
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<td></td>
<td></td>
<td></td>
<td>Before serving food</td>
</tr>
<tr>
<td>• Refrigerator</td>
<td></td>
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<tr>
<td><strong>Child Care Areas</strong></td>
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<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>
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<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>Clean, Sanitize</td>
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<td></td>
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</tr>
<tr>
<td>Area</td>
<td>Action</td>
<td>Clean, Disinfect</td>
<td>Clean before use by another child</td>
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</tbody>
</table>

**Floors**
- Clean
  - Sweep or vacuum, then damp mop, (consider microfiber 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

**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