

DAILY CLEANING, SANITIZING AND DISINFECTING LOG

May be modified to meet the specific needs of the center



Area & Task	Sanitize	Disinfect	Daily #1 BEFORE OPEN	Daily #2 11am	Daily #3 1pm	Daily #4 3pm	Daily #5 END OF DAY	Before & After Each Use / after rotations of groups who have used space before eating / after eating / after activities / after children have been using space
Child Care Areas & Items								
Soap spray all hard surfaces and wipe down. Rinse with water spray and wipe down. Spray with Sanitizing Bleach solution to sanitize. Air dry for 3-5 minutes and then wipe away residue.								
Door & cabinet handles	X	X						
Drinking fountains	X	X						
Doorknobs (both sides), door frames	X							
Light switches		X						
Preschool & school age toys & materials	X	X						
Handwashing sinks, counters, bathroom soap holders, toilets, toilet handles, & floors	X	X						
Tables, desks, counters, and all flat 'high touch' surfaces	X	X						
Chairs	X	X						
walls	X	X						
water coolers	X	X						
book shelves	X	X						
Staff Areas & Items								
Door & cabinet handles	X	X						
Doorknobs (both sides), door frames	X	X						
Light switches	X	X						
Tables, desks, counters, and all flat 'high touch' surfaces	X	X						
Chairs (armrests, back)	X	X						
Computer keyboards, mouse, surface areas	X	X						
Pens	X	X						
Phones	X	X						
Blind cords	X	X						
Kitchen/Food Prep Areas & Items								
Food preparation surfaces; refrig. handle, microwave, drawer handles, cabinets	X	X						
Food preparation sinks	X	X						
Kitchen equip. incl. can openers, pots & pans, cutting boards	X	X						
Tables, desks or other flat area used for eating	X	X						

- Toys- Soft toys should be removed for time being
- Wash hard surface toys in dishwasher when possible - then spray with Bleach Disinfectant solution and leave overnight to dry.
- What can't be washed in dishwasher should be laid out on a table and sprayed with bleach disinfectant solution and allow to dry overnight.
- Soft chairs and couches- must be sprayed with bleach sanitizing solution and left to dry.
- **AM clean crew:** with gloves on- put away all toys left out on tables and wash, rinse and disinfect all tables and hard surfaces. Wipe down door knobs, restrooms and other applicable walls or cabinets