

<b>Sample Cleaning/Sanitizing Schedule</b> Key: C=clean, S=sanitize, D=disinfect	<b>C</b>	<b>S</b>	<b>D</b>	<b>FREQUENCY</b>
<b>CLASSROOMS/CHILD CARE/FOOD AREAS</b>				
Countertops, tabletops, floors, door and cabinet handles	X	X	X	Clean and sanitize daily and when soiled. Disinfect before and after any food related activity. Disinfect if surface contaminated with body fluids.
Food preparation and service surfaces	X		X	Before and after contact with food activity; between preparation of raw and cooked foods.
Carpets and large area rugs	X			Vacuum daily when children are not present. Clean carpets when children are not present, allow carpet to dry. Clean carpets monthly in infant areas, and every 3 months in other areas and when soiled.
Small rugs	X			Shake outdoors or vacuum daily. Launder weekly.
Utensils, toys that go into the mouth	X	X		Use dishwasher for eating utensils or 3-sink sanitizing method.
Toys <b>not</b> contaminated with body fluids. Dress-up clothes <b>not</b> worn on the head.	X			Weekly and when visibly soiled. Launder cloth items when visibly soiled.
Sheets, pillowcases, blankets, sleeping bags, cubbies	X			Monthly and when soiled.
Hats	X			After each child's use or use disposable hats that only one child wears.
Cribs and crib mattresses	X			Weekly, before use by a different child, and whenever soiled or wet.
Phone receivers	X	X		Weekly
<b>TOILET AND DIAPERING AREAS</b>				
Handwashing sinks, faucets, surrounding countertops, soap dispensers, door knobs	X		X	Daily and when soiled.
Toilet seats, toilet handles, restroom door knobs or cubicle handles, floors	X		X	Daily, or immediately if visibly soiled.
Toilet bowls	X		X	Daily.
Changing tables, potty chairs (Use of potty chairs in child care is discouraged because of high risk of contamination).	X		X	After each child's use.
<b>GENERAL FACILITY</b>				
Mops and cleaning rags	X	X	X	After daily use, rinse debris from mops and rags then machine launder.
Waste and soiled-diaper containers	X		X	Daily.
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool, or blood	X		X	Immediately, as specified in <i>Caring for Our Children, 2nd Ed.</i>

