

Group Home/Child Care Center

RECOMMENDED CLEANING SCHEDULE

DAILY

- ☐ **Items washed, rinsed, sanitized or air dried immediately or after each use:**
 - Food utensils
 - Food contact surfaces including eating surfaces, high chairs, microwaves etc.
 - Potty chairs and adapter seats
 - Diapering surfaces
 - Any toys, floors, or other surfaces that have had contact with bodily fluids
- ☐ **Items washed, rinsed, sanitized or air dried daily:**
 - Toilets, urinals, sinks
 - Non-absorbent floors in infant/toddler spaces
 - Infant/Toddler toys used during the day
 - Soiled diaper container

☐ **Areas cleaned daily using conventional methods:**

- Carpeting
- Non-absorbent floors
- Kitchen surfaces that are not food-contact such as stove tops and countertops

☐ **Outdoor areas checked:**

- Playground free of trash, leaf litter, animal feces, standing water, etc.
- Dumpster area clean, no pest harborage

WEEKLY

- ☐ Food utensil storage trays
- ☐ **Kitchen appliances:**
 - Oven
 - Warewashing equipment
 - Refrigerator
 - Ventilation hood
- ☐ **Refuse containers (excluding diaper container)**
- ☐ **Diapering table, especially under diapering pad**
- ☐ **Children's bedding:**
 - Individually assigned sheets laundered
 - Mattresses and cots checked for spills, stains, etc.
 - Cribs and crib rails
- ☐ **Children's cubby holes/personal storage areas**
- ☐ **Toys, including large indoor equipment**
- ☐ **Window sills and other frequently touched surfaces**
- ☐ **Quick inventory check of cleaning supplies (detergent, sanitizer, mop heads, etc.)**

MONTHLY

- ☐ Window troughs
- ☐ **Wall and floor areas under or behind furniture and other equipment**
- ☐ **Closet/storage/basement areas checked for cleanliness and evidence of pests**
- ☐ **Routine dusting:**
 - Baseboards, window and door trim
 - Ceiling fans, portable fans
 - Blinds and curtains
 - Televisions and other furniture
 - HVAC vents
 - Bathroom mechanical vents
 - Toy/book shelves
 - Light fixtures
- ☐ **Kitchen drawers and cabinet interiors**
- ☐ **Food pantry shelving**
- ☐ **Toy chests/storage bins**
- ☐ **Toy/book shelves**

This sample cleaning schedule is provided to assist in implementing an effective cleaning schedule and may not be all-inclusive. Increased cleaning frequencies may be necessary in the event of a disease outbreak or other unforeseen circumstances. Facilities and equipment must be cleaned as often as necessary to provide a safe, clean environment for children in care.

