

ACTIVITY CLASS CLEANING CHECKLIST

Daily

- Disinfect – counter and table tops
- Clean and sanitize the chairs after meal times
- Disinfect sink and faucet
- Sweep the floor as needed
- Mop the floor at the end of the day or as needed – only when the children aren't present
- Disinfect all mouthed toys
- Vacuum the carpet at the end of the day, when the children aren't present
- Pull the trash after lunch and at the end of the day
- Replace the trash can with a new liner and put the lid on
- Sanitize all door handles
- Organize all toys in the proper place
- Be sure to close all mini blinds
- Windex all glass
- Remove unnecessary items from the shelf
- Be sure to stock supplies for the next day (paper towels, etc.)
- Make sure all plug outlets are covered
- Disinfect cots and mats
- Straighten all shelves and organize daily (uncluttered)
- Make sure all wall hangings are in place and straightened

Monday/Wednesday/Friday

- Dust all shelves
- Dust television, window panes, mini blinds, shelves and wall borders
- Clean all mirrors
- Spot wipe all walls for cleanliness
- Clean and sanitize light outlets

Friday

- Sanitize all toys
- Wipe down doors- front and back
- Clean toy containers
- Organize all toys and materials in the class
- Disinfect the trash can – interior and exterior
- Clean, and sweep behind shelves and equipment
- Windex the inside of the windows