

INFANT AND TODDLER CLASSROOM CLEANING CHECKLIST

Daily

- Disinfect – counter and table tops
- Clean and sanitize the high chairs and chairs, including legs after mealtime
- Disinfect sinks, faucets and dish drains
- Sweep the floor as needed
- Disinfect all mouthed toys throughout the day and let air dry
- Sanitize all dishes and put in proper place
- Sanitize cribs, and crib railings
- Disinfect the changing table and mat – be sure to clean under the mat
- Vacuum the carpet at the end of the day, when the children aren't present
- Pull the trash twice a day – 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 childrens cubbies
- Be sure to stock supplies for the next day (paper towels, etc.)
- Make sure all plug outlets are covered
- Disinfect cots and mats – if you cover nap time
- Stock childrens items for the next day (food, water, etc.) – easy accessible
- Straighten all shelves and organize daily (uncluttered)
- Make sure wall hangings are in place and straighten

Monday/Wednesday/Friday

- Dust all shelves
- Dust 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
- Sanitize and dust the children's cubbies
- 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, vacuum and sweep behind all shelves and equipment
- Windex the inside of your windows
- Gather all soft surface toys for laundering
- Gather all linen (crib sheets, blankets and bibs) for laundering
- Clean the refrigerator and dispose of old items
- Dust ceiling fans

MANAGE YOUR TIME THROUGHOUT THE DAY TO ENSURE THAT ALL CLEANING GETS DONE.

CLASSROOMS SHOULD BE READY FOR THE NEXT DAY.

THANK YOU