

## PRE K CLASSROOM CLEANING CHECKLIST

<b>Daily</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
Disinfect – counter and table tops	—	—	—	—	—
Clean and sanitize the chairs after mealtime	—	—	—	—	—
Disinfect sinks and faucets	—	—	—	—	—
Sweep the floor as needed	—	—	—	—	—
Mop the floor at the end of day or as needed – when 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 at the end of the day or as needed	—	—	—	—	—
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 children's 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 naptime	—	—	—	—	—
Stock children's 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 straightened	—	—	—	—	—
Clean bathrooms thoroughly	—	—	—	—	—

<b>Monday/Wednesday/Friday</b>	<b>M</b>	<b>W</b>	<b>F</b>
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	___	___	___
Dust television	___	___	___

<b>Friday</b>	<b>Friday</b>
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	___
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**

**WEEK OF \_\_\_\_\_ TO \_\_\_\_\_**