

TWO'S & THREE'S CLASSROOM CLEANING CHECKLIST

Daily	M	T	W	TH	F
Disinfect – counter and table tops	—	—	—	—	—
Clean and sanitize the chairs after mealtime	—	—	—	—	—
Disinfect sinks and faucets throughout the day	—	—	—	—	—
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	—	—	—	—	—
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 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 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	—	—	—	—	—
Straighten all shelves and organize daily (uncluttered)	—	—	—	—	—
Make sure wall hangings are in place and straightened	—	—	—	—	—
Clean bathrooms thoroughly	—	—	—	—	—

Monday/Wednesday/Friday	M	W	F
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	___	___	___

Friday	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	___
Dust ceiling fan	___

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 _____