

Schedule for Cleaning, Sanitizing and Disinfecting

Surface/Area	Method: Cleaning, Sanitize, Disinfect	Timing: Before each use, after each use, daily, weekly	Comments
Highchair Trays	Clean and sanitize	Before and after each use	Clean legs and frame when soiled.
Pacifiers: used by one child	Clean	Before and after each use	- Sanitize if dirty or used by another child. - Use sanitizer safe for food contact, OR - Use dishwasher
Washable cloth toys: used by one child	Clean	Weekly	Machine wash and dry completely before use by another child.
Classroom toys	Clean	Weekly	Follow label directions for cleaning wooden toys.
	Sanitize	Daily (end of day)	Spray toys in their buckets with sanitizer spray
Play activity centers	Clean and sanitize	Daily (end of day)	Wipe down and spray with sanitizer spray
Counter	Clean	Daily (end of day)	
Mixed-use tables for activities & eating	Clean and sanitize	After each use	
Dress-up Clothes (washable)	Clean	Weekly	- Machine wash and dry completely - Machine wash if soiled with body fluids
Water tables and water equipment	Clean and disinfect	After each use	- Staff/children wash hands before/after us. - Change water, clean, then disinfect water table, and toys before a new group begins water play or at the end of the day. - Children with open cuts or sores should not join in water play. - Do not use during illness outbreak.

Animal areas: feeder, fish tanks, or animal cages	Clean and disinfect	As needed	• Disinfect these areas after cleaning activity is finished.
Floors	Clean	Daily (end of day)	• Sweep, vacuum, then damp mop • Microfiber mops ○ Launder after use • Cotton mop heads ○ Turn upside down to dry. • Disinfect if soiled with body fluids.
Doorknobs, handles, and light switches	Clean	Daily	• Clean often throughout the day with a microfiber cloth or disposable paper towels.
Phones	Clean	Daily (end of day)	• Clean often throughout the day
Cribs and cots: Used by one child	Clean	After each use and weekly	• Use fitted sheet to cover sleep surface • Clean sleep surface regularly with a microfiber cloth or disposable paper towel • Disinfect surface if soiled with body fluids