



Daycare cleaning checklist

What to clean, sanitize and disinfect, and when

Client or site

Date

Cleaner

During the day: after each use (usually staff)

21 tasks

Food prep and eating areas

- ☐ Clean and sanitize food prep surfaces and counters before and after each use
- ☐ Clean and sanitize highchair trays and tables before and after each meal or snack
- ☐ Wash, rinse and sanitize dishes, utensils and bottle equipment after each use, or run the dishwasher on its sanitize setting
- ☐ Launder cloth bibs, placemats and napkins after each meal
- ☐ Wipe highchair legs and frames, and table legs, when they get food on them

Restrooms and potty chairs

- ☐ Check soap, paper towels and toilet paper on a set round
- ☐ Empty potty chairs into a toilet, then clean and disinfect them after each use, if your rules allow them
- ☐ Clean and disinfect any toilet, seat or sink as soon as it gets soiled

Spills and body fluids

- ☐ Clean up vomit, stool, urine or blood at once, wearing gloves
- ☐ Clean the spot first, then disinfect it
- ☐ Bag soiled clothing for the family to take home

Diapering area

- ☐ Lay a disposable liner on the changing table before each change
- ☐ After each change, throw away the liner and wipe up any visible soil
- ☐ Wet the whole changing surface with disinfectant and let it air dry for the label contact time
- ☐ Keep the diaper pail lidded and the station stocked with gloves, liners and wipes

Toys and classroom

- ☐ Move mouthed toys out of play into a "to be washed" bin
- ☐ Clean a mouthed toy, then sanitize it, before another child uses it
- ☐ Clean activity tables after each use, and sanitize them before they are used for meals
- ☐ Clean drinking fountains often through the day
- ☐ Clean shared keyboards, tablets and phones often with wipes, not spray
- ☐ Change the water and clean and disinfect the water table and its toys before a new group plays

End of day: after the children leave

22 tasks

Classrooms and play areas

- ☐ Clean play activity centers, counters and shelves
- ☐ Clean doorknobs, cabinet handles and light switches
- ☐ Empty classroom trash and replace liners

Classrooms and play areas (continued)

- ☐ Vacuum carpets and area rugs, ideally with a HEPA-filter vacuum
- ☐ Sweep or vacuum hard floors, then damp mop



End of day: after the children leave (continued)

Toilet and diapering areas

- ☐ Clean and disinfect toilets, sinks, faucets and countertops
- ☐ Empty diaper pails to the outside container, then clean and disinfect them
- ☐ Clean and disinfect the floor with a mop kept only for toilet and diapering areas
- ☐ Restock soap, paper towels, toilet paper, liners and gloves

Entrance and hallways

- ☐ Vacuum entry mats
- ☐ Clean entry door glass, push plates and handles
- ☐ Clean and disinfect drinking fountains
- ☐ Wipe cubbies, the sign-in counter and any tablet used for check-in
- ☐ Lock every cleaning product away from children before you leave

Kitchen and eating area

- ☐ Clean countertops, the sink and food prep appliances
- ☐ Clean and sanitize eating tables, then wipe chair seats
- ☐ Empty food waste and wipe the bins
- ☐ Sweep and mop under tables and highchairs

Nap room, cribs and cots

- ☐ Clean cot, crib and mat surfaces after use when they are shared between children
- ☐ Keep each child's bedding labeled and stored apart from other children's
- ☐ Disinfect any sleep surface soiled with body fluids
- ☐ Sweep or vacuum under cribs and cots

Weekly daycare cleaning tasks

10 tasks

Toys, fabrics and bedding

- ☐ Clean classroom toys, following the label for wooden toys
- ☐ Machine wash and fully dry washable cloth toys and dress-up clothes
- ☐ Launder sheets, blankets and pillowcases on the warmest setting and dry them completely
- ☐ Clean cots, cribs and mats used by one child
- ☐ Clean washable area rugs

Building

- ☐ Dust shelves, cubby tops, window sills and ledges
- ☐ Wipe walls, doors and door frames at child height
- ☐ Clean interior glass and windows children can reach
- ☐ Wash trash cans and diaper pail containers inside and out
- ☐ Check the chemical storage: lids closed, labels on, cabinet locked

Monthly and periodic daycare cleaning tasks

9 tasks

Monthly

- ☐ Dust air vents, return grilles, light fixtures and high ledges
- ☐ Wipe baseboards throughout

Monthly (continued)

- ☐ Clean under and behind furniture and appliances that can be moved
- ☐ Deep-clean the fridge with the director's go-ahead



Monthly and periodic daycare cleaning tasks (continued)

Monthly (continued)

- ☐ Check that each product on the shelf has a safety data sheet on file

Every 3 to 6 months, or as scheduled

- ☐ Steam clean wall-to-wall carpets
- ☐ Scrub, or strip and refinish, hard floors on the floor care plan
- ☐ Clean exterior entrance glass and the entry walk, if in scope
- ☐ Walk the building with the director and update the checklist