

## Cleaning and sanitizing schedule

How often	Cleaned <i>and</i> sanitized	Other cleaning methods and notes
<b>Before <i>and</i> after each use</b>		
<b>Kitchen</b>		
Food preparation surfaces	X	
<b>After each use</b>		
<b>Bathroom</b>		
Potty chairs	X	
Change tables—without paper liner	X	
Utility sinks	X	
<b>Kitchen</b>		
High chair trays	X	
Tabletops	X	
Plastic bibs	X	
Blenders and food processors	X	
<b>Toys</b>		
Babies' plastic mouthed toys	X	Or run them through a full wash/rinse/dry dishwasher cycle (not at the same time as dishes or cutlery).
<b>Other items</b>		
Soothers	X	Reserve for use by one child.
<b>Daily <i>and</i> when soiled</b>		
<b>Bathroom</b>		
Change tables—with paper liner	X	Discard paper after each change. Clean and sanitize if surface becomes soiled.
Handwashing sinks	X	
Toilets	X	
Floors		Mop using household cleaner.
Diaper pails	X	
Countertops and fixtures	X	
<b>Kitchen</b>		
Floors		Mop using household cleaner.
Stovetops and tabletops	X	
High chair trays	X	
Can openers	X	
Countertops and sinks	X	
<b>All areas</b>		
Doorknobs, door handles, light switches	X	
Throw rugs and carpets		Vacuum daily, clean as needed and shampoo every 3 months. Avoid using carpet in infant/baby areas.
Floors		Sweep or vacuum.
<b>Toys</b>		
Activity centres, play mats	X	
Shared plastic toddler toys	X	Or run them through a full wash/rinse/dry dishwasher cycle (not at the same time as dishes or cutlery).
Water tables	X	
Shared puzzles, board books	X	Only clean before sanitizing if visibly soiled.
<b>Cleaning items</b>		
Dusting/cleaning cloths		Launder.

How often	Cleaned <i>and</i> sanitized	Other cleaning methods and notes
<b>Weekly <i>and</i> when soiled</b>		
<b>Kitchen</b>		
Microwaves	X	
<b>Sleeping areas</b>		
Bedding		Laundry. Where possible, reserve for use by one child.
Cribs/cots/mats	X	Where possible, reserve for use by one child.
<b>All areas</b>		
Floor mats	X	
Garbage containers (inside)	X	Clean whenever garbage has leaked.
Tabletops not used for food preparation and eating		Clean.
Sofas, chairs		Vacuum.
Pillows and cushion covers used in activity areas		Laundry.
<b>Toys</b>		
Soft washable toys		Laundry. Where possible, reserve for use by one child.
Dress-up clothes		Laundry.
Sandbox toys	X	
Sand table toys	X	
<b>Cleaning items</b>		
Sponge mops	X	Hang head-side up to air dry.
<b>Monthly <i>and</i> when soiled</b>		
<b>Kitchen</b>		
Refrigerators		Clean. Clean out the freezer every 6 months.
Ovens		Clean.
<b>All areas</b>		
Woodwork and cubbies		Damp-wipe.
Garbage containers (outside)	X	Clean whenever garbage has leaked.
Drapes and curtains		Vacuum. Laundry or dry clean yearly.
Air vents		Vacuum.
Door ledges and shelving		Damp-wipe.
Windows		Wash inside and out at least twice a year.
<b>Toys</b>		
Sand tables	X	
Preschoolers' toys	X	

Source: Department of Health and Human Services (Newfoundland and Labrador). 2005. *Standards and Guidelines for Health in Child Care Settings*. Adapted with permission.