

## Routine Schedule for Cleaning, Sanitizing and Disinfecting

This table presents what, where, and how often to clean, sanitize and disinfect in our centers.

**Cleaning:** the process that physically removes debris from the surface or area by scrubbing, washing and rinsing. It is generally accomplished with soap or detergent and water.

**Sanitizing:** using a product that reduces the number of bacterial contaminants to safe levels as judged by public health requirements. In child care settings, sanitizing will kill enough germs to reduce the risk of becoming ill from contact with the surfaces. Sanitizers are used in all classroom and general settings (including mixed-use tables used for food service).

**Disinfecting:** using a product that destroys disease-causing pathogens or other harmful microorganisms. Disinfectants are generally stronger or more toxic than sanitizers and are used where there are more infectious organisms to control like in bathroom and toilet areas or on blood-borne pathogens and body fluid cleanups.

Areas	Before Each Use	After Each Use	Daily <i>At the End of the Day</i>	Weekly	Monthly	Comments
<b>FOOD AREAS</b>						
Food preparation surfaces	Clean, Sanitize	Clean, Sanitize				Use a sanitizer safe for food contact
Eating utensils & dishes		Clean, Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; use of an automated dishwasher will sanitize
Tables & high chair trays	Clean, Sanitize	Clean, Sanitize				
Countertops		Clean	Clean, Sanitize			Use a sanitizer safe for food contact
Food preparation appliances		Clean	Clean, Sanitize			
Mixed-use tables	Clean, Sanitize					Before serving food
Refrigerator					Clean	
<b>CHILD CARE AREAS</b>						
Plastic mouthed toys		Clean	Clean, Sanitize			
Pacifiers		Clean	Clean, Sanitize			Reserve for use by only 1 child; use dishwasher or boil for one minute
Hats			Clean			Clean after each use if head lice are present
Door & cabinet handles			Clean, Disinfect			
Floors			Clean			Sweep or vacuum, then damp mop, (consider microfiber damp mop to pick up most particles)
Machine-washable cloth toys				Clean		Laundry
Dress-up clothes				Clean		Laundry
Play activity centers				Clean		
Drinking fountains			Clean, Disinfect			
Water tables and toys used in water tables			Clean, Sanitize			
Computer keyboards		Clean, Sanitize				Use sanitizing wipes, do not use spray
Phone receivers			Clean			
<b>TOILET AND DIAPERING AREAS</b>						
Changing tables		Clean, Disinfect				Clean with detergent, rinse, disinfect
Potty chairs		Clean, Disinfect				
Handwashing sinks & faucets			Clean, Disinfect			
Countertops			Clean, Disinfect			
Toilets			Clean, Disinfect			
Diaper pails			Clean, Disinfect			
Floors			Clean, Disinfect			Damp mop with a floor cleaner/disinfectant
<b>SLEEPING AREAS</b>						
Bed sheets & pillow cases				Clean		Clean before use by another child
Cribs, cots, & mats				Clean, Sanitize		Clean, sanitize before use by another child
Blankets					Clean	

Source: *Caring for Our Children* Third Edition; recommended by US Department of Health and Human Services, Administration for Children and Families, Health and Safety Performance Standards.