

Classroom Cleaning & Sanitizing Process

Tools Needed: • Cleaning cloths/paper towels • Wastebasket liners • Dusting wand • Floor cleaning equipment and supplies (dust mop, broom and dustpan, damp mop, and vacuum)	Products Needed: • 1 tablespoon Dawn dish detergent/1 quart of water (for cleaning surfaces) • Vegetable oil-based soap • Buckeye sanitizer • Disinfecting wipes • Floor cleaner • Magic Eraser
FREQUENCY OF CLEANING: BEFORE CHILDREN ARRIVE, in between classes, or more often if needed. Refer to the large yellow poster titled: Routine Schedule for Cleaning, Sanitizing, and Disinfecting for specific frequency. PREPARATION: Inspect for any damaged areas or safety problems, and report to supervisor. Collect all tools, equipment, and products required. Ensure all equipment are in good condition. Review SDS, product labels, and caution statements. Use required PPE (gloves). Mix cleaning solutions as directed. SPECIAL DIRECTIONS FOR TASK: Remember to clean top to bottom. Move furniture using proper body mechanics. If evening, make sure windows/doors are locked when completed. Only heavily-soiled areas require pre-cleaning.	
STEP 1: Inspect for special cleaning needs or any maintenance items that need to be reported to the supervisor. STEP 2: Clean any carpet stains. Scrape up play dough, etc. Pick up all trash in the area and empty wastebaskets into trash bag. Replace liner. Note: Use caution when handling trash as it may contain broken glass or liquids. Keep extra liners in the bottom of the wastebasket. Do not place trash bag on carpeted area. STEP 3: Weekly using a dusting wand, clean vents, cobwebs, ceilings, lights, and window sills. Sanitize furniture, toys; wash dramatic play clothing and blankets/pillow coverings. Daily sanitize infant & toddler toys. STEP 4: Weekly clean windows and mirrors with cloth, paper towels, or squeegee and vinegar water. STEP 5: Tidy classroom picking up toys, manipulatives, blocks, etc. Straighten paper goods and dramatic play clothing. Spray cloth with cleaning solution to wipe off counters, chairs, furniture, computers, and phones/electronics. Clean under items that can be moved. Include phones, doors, and light switches. Clean/sanitize sinks and drinking fountains.	STEP 6: Before cleaning floors, place "CAUTION" signs in area. STEP 7: Clean flooring using appropriate floor cleaning equipment and supplies. Follow Damp Mop or Carpet Vacuuming Procedures. Start at farthest area from door in working in 10' sections. Move furniture in a safe method. STEP 8: If floor is wet use dry mop to pick up excess moisture in the same method as above. Dump water down floor drain, mop sink, or toilet. Clean mop pads. Put away all equipment and supplies in storage area. STEP 9: Remove CAUTION sign only when surface is completely dry. STEP 10: Inspect area. Return all items to original spot.