

Parent Room / Common Area Cleaning Procedure

Tools Needed: • Cleaning cloths/paper towels • Wastebasket liners • Dusting wand • Floor cleaning equipment and supplies (Dust mop, broom & dust pan, damp mop or vacuum)	Products Needed: • Buckeye Sanitizing spray. • Soap and water • Vinegar water
FREQUENCY OF CLEANING: <u>BEFORE EACH CENTER OPENING</u>, or more often if needed. PREPARATION: Inspect for any damaged areas or safety problems and report to supervisor. Collect all tools, equipment, and products required. Ensure all equipment is in good condition. Review SDS, product labels, and caution statements. Use appropriate PPE (gloves, etc.) SPECIAL DIRECTIONS FOR TASK: Remember to clean top to bottom. Move furniture using proper body mechanics. All food items must be in hard plastic containers.	
STEP 1: Inspect for special cleaning needs or any maintenance items that need to be reported to the supervisor. Clean any carpet stains, or pest infestation. STEP 2: Pick up all toys and trash in the area and empty wastebaskets into trash bag. Replace liner if dirty. NOTE: Use caution when handling trash as it may contain broken glass or liquids. Keep extra liners in the bottom of the wastebasket. STEP 3: <u>Weekly</u>, using a dusting wand, clean vents, cobwebs, ceilings, lights, and window sills. Sanitize toys. STEP 4: <u>Monthly</u> or more often as needed, clean windows with cloth, paper towels, or squeegee and vinegar water. STEP 5: Using a cloth or swifter, dust off counters, file cabinets, desks, computers, and phones/electronics, cleaning under items that can be moved easily. Sanitizing spray can be used for phones, keyboards, doors, and light switches. NOTE: SPRAY ON CLEAN CLOTH OR PAPER TOWEL, NOT DIRECTLY ON ITEMS.	STEP 6: Tidy all magazines, papers, etc. Clean all coffee pots, counters, etc. Fold clothing if needed. STEP 7: Place “CAUTION” signs in area when cleaning flooring. STEP 8: Use appropriate hard floor cleaning equipment or vacuuming equipment and supplies. Follow SOCFC FLOOR CLEANING procedures. Start at farthest area from the door in working 10’ sections. STEP 9: 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 heads. Put away all equipment and supplies in storage area. STEP 10: Remove “CAUTION” sign only when surface is completely dry. STEP 11: Inspect area. Return all items to original spot. If evening, turn off lights, close blinds, and lock all doors and windows.