Academy
Preschool & Child Care

Cleaning
Staff Manual
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1. Introduction and Company Expectation

Company policies and procedures are based on several sets of rules, criteria and guidelines. These include licensing rules, NAEYC accreditation criteria, Health Department rules, and HighScope recommendations. Policies and procedures are also carefully considered to ensure that they are consistent with our philosophy.

All employees are expected to comply with all company policies and procedures at all times. Expectations are rarely made and most rules/regulations are non-negotiable. If concerns arise about the validity or effectiveness of a policy or procedure, they should be addressed with an administrator. Employees are expected to hold their coworkers accountable for complying with all rules, policies, and procedures. This includes discussing concerns with the coworker and/or sharing concerns with an administrator.

This manual has been prepared to give you the knowledge necessary to become an effective and responsible staff person. **We expect you to read it so that you know the standards and practices of ABC Academy, Inc.**

> “Recognize the power of a team; no one succeeds alone.”
> - Carly Fiorina

> “There is no substitute for excellence.”
2. Organizational Structure of Center Cleaning and Maintenance

**Center Directors.** The Center Director ensures that all classrooms in the center are meeting and maintaining cleaning schedules, even if tasks are assigned to the classroom staff.

**Assistant Directors.** The Assistant Director is responsible for ensuring that cleaning is being followed in all classrooms in the Center Director’s absence. Assistant Directors are also classroom teachers.

**Lead Teachers.** The Lead Teacher ensures that cleaning schedules are posted and followed in their classrooms, even if tasks are assigned to others.

**Teacher Assistants.** The Teacher Assistant completes tasks assigned to them by the Lead Teacher. Ensure the cleaning schedule is followed in the teacher’s absence.

**Teacher Aides.** The Teacher Aide helps with classroom cleaning in the classroom they are assigned to work in; especially while covering breaks during rest time. Seek out items that need to be cleaned by following the posted classroom cleaning schedule.

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*As a TEAM we must work together to keep all areas of the center neat and organized. If you see something out of place do your part to return it to where it belongs!*
3. Cleaning, Sanitizing, and Disinfecting

Cleaning and sanitation must be completed in accordance with the “ABC Academy Cleaning and Disinfecting Schedule” (See page 27).

A. Definitions

- **Cleaning** - Physically removing all dirt and contamination, oftentimes using soap, warm water, and rinse. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.

- **Sanitizing** - Reducing germs on surfaces to levels considered safe by public health codes or regulations. Sanitizing can be achieved with an unscented, household grade solution of bleach and water.

- **Disinfecting** - Destroying or inactivating most germs on objects, but not bacterial spores. Disinfecting can be achieved with an unscented, household grade solution of bleach and water.

- **Launder** – Machine washed in a hot cycle according to manufacturer’s instructions.

- **ZONO** – An eco-friendly solution for sanitizing based upon technology used in the medical device manufacturing and food processing industries. Items are placed in the unit, the operator follows the directions on the screen to lock and start the sanitizing cycle. The cycle runs for 30 minutes.

B. Good to Know

- Cleaning, sanitizing, and disinfecting are the safest, most effective methods for controlling odors in the classrooms, bathrooms, and storage areas.

- Sprays, air freshening chemicals, and deodorizers are not to be used.

- ZONO does not replace the 3 step process it is an additional sanitizing step. Equipment will still need to be washed to remove dirt and other substances.
4. 3 Step Process

The 3 Step Process must be used at all times to wash, rinse, and sanitize in the classroom.

1. Spray Bottle #1 – wash
   - Filled with water and a pea-sized drop of dish soap
   - Spray or immerse object with/in soapy water and remove dirt.

2. Spray Bottle #2 – rinse
   - Filled with water
   - Spray or rinse object with/in clear water to remove soap.

3. Spray Bottle #3 – sanitize
   - Filled with a water solution containing between 50 and 100 parts per million of bleach. Must be tested with bleach test strip when mixed.
   - Spray or rinse object with/in bleach and water solution.
     - 3 pieces of paper towel should be used, 1 for each step
     - Allow object to air dry, whenever possible.

Having a clean classroom will not only reduce the amount of germs the children come in contact with, but it will also reduce the amount of germs you come in contact with as well!
5. Daily Classroom Cleaning

The following routine MUST be followed daily. The “Daily Cleaning Checklist” (found on pages 31-33) should be copied and kept in your blue “Classroom Information Binder.”

A. After Breakfast/Before Greeting Time Starts

- All toys, materials, and equipment returned to assigned areas/shelves
- Children’s personal belongings neatly in cubbies (not on floor)
- Floor is free of papers, toys, cereal, milk, juice, etc.
- All highchairs and tables cleaned using the 3 step process
- Trash taken out if more than ½ full; top and outside of wastebasket wiped off

B. After Work/Choice Time

- All paint, glue, etc. cleaned up (paint brushes and cups rinsed, not left in sink)
- All toys, materials, and equipment returned to assigned areas/shelves
- House Area tidy and furniture neatly arranged
- Floor swept if materials were dropped
- Tables cleaned using the 3 step process (if needed)
- Children’s personal belongings neatly stored in cubbies (not on floor)
- Sink area tidy and clean
- All shelves neatly organized
- Tables and chairs in proper places

C. Before Outside Time

- All children’s personal belongings in cubbies (not on floor)
- Check to make sure room is neatly in order and clean, including all chairs pushed in and materials returned to where they belong
D. Before Lunch

- Be sure all children’s personal belongings are in cubbies (not on floor)
- Highchairs and tables cleaned using the 3 step process
- If you had inside playtime instead of Outside Time, be sure the room is back in order

E. After Lunch

- Be sure each child has a sheet securely attached to their cot
- All trash thrown in wastebasket
- All children’s lunchboxes and other belongings in cubbies (not on floor)
- Highchairs, tables and chairs cleaned using the 3 step process
- Entire floor swept and mopped inside classroom
- All wastebaskets and diaper pails emptied and taken to the dumpster
- Wastebasket and lid cleaned using the 3 step process on top & outside (check inside when changing the bag, if soiled pour bleach solution from bottle & allow to soak), include diaper pail in the infant & toddler classrooms
- Sink and counter cleaned using the 3 step process, wipe down walls surrounding sink area
- Spot clean walls in the classroom
- Step-stool cleaned using the 3 step process, place in ZONO weekly
- Dust pan rinsed off to remove food, place in ZONO weekly
- Dishes washed in the infant and toddler rooms (take to kitchen to be washed)

F. During Naptime

- Sort all toy baskets
- Preschool & school age – Clean with the 3 step process and use the ZONO system to sanitize the items listed for today on “Cleaning Checklist” (rotate daily; all items must be cleaned at least once each week in preschool & school-age classrooms)
  OR
- Infant & Toddler - Clean with the 3 step process use and the ZONO system to sanitize all toys & equipment (that will fit in the machine), including playhouse & House Area furniture (all toys & equipment must be sanitized daily in infant & toddler classrooms)
G. After Naptime

- Clean using the 3 step process each cot & stack neatly
  - Neatly fold all blankets & cot sheets and return to children’s cubbies
    (Note: blankets & sheets must be neatly stored in the child’s cubby not touching another child’s or the floor)

H. Before/After Snack Time

- Clean highchairs & tables with the 3 step process immediately before & after snack
- All toys, materials, equipment returned to assigned areas/shelves

I. Before Afternoon Outside Time

- All children’s personal belongings in cubbies (not on floor)
  - Check to be sure room is neatly in order and clean, including all chairs pushed in and materials returned to where they belong

J. Closing Your Classroom

- Turn off light & CD Player, also ceiling fans at Laurence Ave.
- All children’s personal belongings in cubbies (not on floor)
- All toys, materials, equipment returned to assigned areas
- All shelves tidy (be sure items are stored according to labels)
- House Area furniture in proper places
- Floor free of toys, paper, debris, etc.
- All items from other classrooms returned
- All teacher materials and supplies stored in classroom closet/cabinets
- Highchairs, tables, counters and sink cleaned using the 3 step process
- Sweep and mop floor
- Vacuum carpets and door mats
- Empty trash and wash wastebasket and lid, as needed
- All windows closed and locked
  - In the infant classroom, wash the inside and outside of the microwave
  - In the infant classroom, wash the inside and outside of the refrigerator
  - In the infant and toddler classrooms, all dishes washed
6. Weekly Classroom Cleaning Tasks

- Clean stuffed animals and dress-up clothes in the ZONO system
- Launder cot sheets and crib sheets
- Clean using the 3 step process cribs and mattresses
- Clean using the 3 step process all door and cabinet handles and light switches
- Complete rotated monthly cleaning task
- Clean fingerprints and spots from walls in classroom

7. Cleaning Reminders

- The key to keeping a classroom neat and tidy is returning all materials to their proper places once they are finished being used; this includes all teacher materials. We are teaching the children to put their toys and belongings where they belong, we must model the behaviors we are seeking.

- All food preparation and service surfaces must be that cleaned using the 3 step process before and after contact with food. This includes the meal/snack cart, kitchen counters, classroom tables, highchairs, and any shelves or tables used to place food or service items on.

- Floors must be swept as needed after every meal/snack. They must be swept and mopped thoroughly after lunch each day. They will be swept and mopped at the end of the day.

- A toy that has been placed in a child’s mouth or that is otherwise contaminated by body secretion or excretion is to be cleaned using the 3 step process and by using the ZONO system to sanitize before it can be used by another child. Pacifiers that fall on the floor or are handled by another child must be cleaned using the 3 step process followed by the ZONO to sanitize before being returned to the child.

- Shoe covers may only be worn in the infant classroom. They must be removed when leaving the classroom and then put back on upon reentering.
• Once you touch an object with your hands or gloves they become contaminated. Once you have contaminated your hands or gloves you must rewash your hands or replace your gloves. This includes, but is not limited to, working in the kitchen, meals and snacks, medication administration, diapering, toileting, first aid, handling bodily fluids, handling garbage, and handling pets.

• Classrooms must maintain a neat and orderly appearance at all times.

8. Facility Cleaning

• The Center Director will create a daily schedule for use of the ZONO system. This system needs to be used throughout the day to sanitize all equipment. Please ensure it is being run during the children’s drop off and pick up times to demonstrate its benefits for our families enrolled and touring.

• A schedule for cleaning toys and equipment (daily in infant and toddler classrooms; weekly in preschool and school-age classrooms) must be established and followed in each classroom.
  
  o Each classroom must post and use the “Cleaning Checklist” (see page 28) for their classroom. Incorrect page number – see page 30

  o Each lead teacher is responsible for maintaining a schedule that meets these guidelines. This will require lead teachers to seek assistance from assistants and aides who are assigned to their classrooms throughout the day.

• Each center has a Laundry Schedule. Cot sheets and other cloth items must be laundered weekly according to your building’s schedule.

• Wash rags used for general cleaning should be laundered after each use in the classrooms and kitchen. Wash rags may not be kept to use at another time as they harbor bacteria.

• Laundry must be completed prior to 5:30pm each day. The washer and dryer must be checked by the closing staff to ensure that they are not left running.
• Building wide cleaning is organized and monitored by your Center Director.

• Storage rooms and the staff break room are kept clean by returning all items to their original location.

• Hallways and entry area must be mopped daily during Nap Time. More frequently when the ground is snow or mud covered.

• **Walls and doors in the hallway and other common areas must be spot washed removing all dirt and adhesive monthly.** A schedule is set-up by the Center Director.

### 9. Mid-Day Bathroom Cleaning

The children’s bathrooms must be cleaned daily during naptime. A bathroom cleaning schedule is organized by the Center Director for each building.

The following tasks MUST be completed when cleaning the bathrooms:

1. Pick-up paper items that are on the floor
3. The following must be cleaned using the 3 step process:
   - counters
   - sinks
   - faucets
   - soap and paper towel dispensers
   - outside of toilets (including around the base, if needed)
   - “potty seats”
   - door knobs
   - light switches and plate covers
   - step stools
4. Wipe down walls, door trim, etc., as needed
5. Stock extra gloves, as needed
6. Sweep and mop floors
7. Take out garbage and replace bag
10. Kitchen Cleaning

The following routine MUST be posted in the kitchen and followed daily. The “Daily Kitchen Cleaning Checklist” (pages 36-37) should be copied and filled out for the entire week.

The “Kitchen Maintenance Schedule” (see page 35) must be posted and filled out EVERYDAY in the kitchen.

Note: Your hands MUST be washed every time you enter/re-enter the kitchen. You must also change your gloves if you leave and then return to the kitchen.

A. Daily Kitchen Tasks

a. Upon Entering the Kitchen

- Wash hands following posted hand washing steps
- Clean the counter using the 3 step process
- Refill the meal/snack cart paper products – silverware, cups, bowls, etc.

b. Preparing Lunches

- Sort lunch boxes by classroom
- Check lunch boxes of children under 4 years of age for the items they may not be served – see posting in kitchen
- Check each lunch box for food needing microwaving
- Cover heat up with paper towel prior to heating in the microwave; change paper towel after each heat up
- Check temperature of heat up using food thermometer; must be 140º or if food has been previously cooked and is being re-heated it must be heated to 165º or above
- Cover heated food with aluminum foil and label with child’s name
- Use bucket of ice to transport milk on cart - milk MUST be labeled with the date and time it was opened prior to leaving the kitchen
c. Preparing GSRP Lunches

- Check the temperature of each food item using the food thermometer; must be at least 140º - if not 140º food will need to be reheated in the microwave to 165º
- Spoon each food item into number of bowls/trays needed to place directly onto tables in classroom – i.e. if classroom has 2 tables for lunch they need 2 bowls of each food item in their classroom
- Take milk and juice container to classroom and count out number needed (21 per group) or less in event children are absent, total provided should equal the number of children and staff in attendance
- Wash tables in the classroom using the 3 step process
- Place milk and juice on the washed tables – i.e. for kidney shaped tables place 10 per table, 1 extra for the third teacher
- Place lunch food on center of each table, include the appropriate serving utensil for each item
- Place plates, silverware, and cups on each table
- Prepare breakfast items for following morning

d. After Lunches are Prepared

- Wash dishes using the 3 step process; one sink filled with warm soapy water, one sink filled with rinse water, and dish pan filled with bleach solution between 50 and 100 parts per million of bleach (check with bleach test strip)
- Wash inside and outside of microwave using the 3 step process; remove glass tray and wash with dishes in sink
- Wash all counters and sink using the 3 step process
- Wipe off stove and burners, spot clean inside and outside of refrigerator, and fronts of cupboards
- Wash all shelves on the food cart using the 3 step process
- Wastebaskets emptied and trash taken to the dumpster
- Wastebasket and lid cleaned using the 3 step process on top and outside (check inside when changing bag, if soiled pour bleach solution from bottle and allow to soak)
- Make sure all wrappers to silverware, bowls, and cups are securely sealed
- Take dish cloth to washer
- Sweep and mop floor – if needed
B. Weekly Kitchen Tasks

- Monday – Wash the mat under dish drainer using the 3 step process
- Tuesday – Thoroughly wash inside and outside of cupboards
- Wednesday – Wipe down inside and outside of refrigerator
- Thursday – Throw out old food in refrigerator, freezer, and cupboards; everything should be labeled with the date opened
- Friday – Wash out silverware and bowl containers on cart using the 3 step process

C. Bi-Weekly Kitchen Tasks

- Complete grocery order for items needed. Orders are approved by Center Director prior to submitting to grocery company.

D. Monthly Kitchen Tasks

- Week 1 – Wash inside and outside of refrigerator, freezer, & cupboards
- Week 2 – Wash out inside of wastebasket (or more frequently as needed) – pour bleach water solution into bottom of wastebasket and allow to soak – if items are stuck to the bottom put gloves on and use a paper towel to get clean
- Week 3 – Wipe down walls in kitchen, hallway and office area
- Week 4 – Straighten and organize the janitor’s room

Are you doing your part to keep the center clean? A center’s physical appearance and cleanliness can make or break a family’s enrollment...

Increased enrollment = increased income
11. Opening and Closing Procedures

The following is a list of required tasks to be completed during opening and closing the center. Each center’s director may add additional items as necessary.

A. Opening

- Turn on Lights and Check Facility – sidewalk, playground, classrooms
- **Check Temperature** – the indoor temperature must be at least 65º and no more than 82º
- Fill Bleach Bottles – must be made fresh every day
- Make Juice – label with date
- Prepare Breakfast Cart – must be cleaned using the 3 step process
  - Fill paper products and utensils
  - Check menu
- Bathrooms – check paper products and soap dispensers
- Check Laundry

B. Closing

- Classroom Closing – See page 9 “Closing Your Classroom”
- Building Closing
  - Kitchen Closing
    - Wash dishes using the 3 step process
    - Clean cart using the 3 step process
  - Playground Closing
    - Put away ALL toys on the playground
    - Make sure sandbox is completely covered
  - Break Room Closing
    - Ensure table is free of food and/or supplies
    - Wipe off table and chairs
    - Return ALL items to where they belong
  - Make sure all doors to the playground are locked
  - Check to make sure washer and dryer are turned off
  - Flush toilets
  - Ensure all bleach bottles have been returned to the kitchen
  - Turn off air conditioning in warm weather; turn heat down to 64º in cold weather
  - Turn off copy machine
  - Turn off all lights
12. The Do’s and Do Not’s of Classroom Cleaning and Organization

**DO NOT** have a wastebasket that looks like this…do clean the inside of your wastebasket weekly or more often if needed. To easily clean the inside of your wastebasket pour the bleach solution from your spray bottle and allow to soak. For items that do not come clean from soaking put on a glove and use paper towel to scrub them clean.

**DO** have an organized closet or cupboard. This will allow you ample space to store all of your teacher items. There should be a filing system in place to file all paperwork, prior to the end of each day. It will also allow you to easily locate items that you need.

**DO NOT** allow closets to become unorganized.

Example of an approved filing system.
**DO** make sure EVERYTHING is returned to its place when closing the classroom. All classrooms are expected to be clean and organized at closing so they are ready for the following day.

**DO NOT** use tops of shelves, cabinets, House Area furniture, etc. to hold or store materials.
1. This looks disorganized and unappealing to enrolled and prospective families.
2. It is a safety hazard as items could fall and injure children.

Be cautious of items that may fall off furniture, potentially harming the children. Items should be mounted securely or placed on the floor when not in use.
DO keep shelves neat and organized so children are able to easily locate materials in the classroom.

DO use materials that will not leave an adhesive residue, such as blue painter’s tape, to attach the laminated label to the equipment.

DO NOT use tape that leaves adhesive residue, contact paper, Velcro or other adhesives to attach items to the equipment or walls. DO remove all adhesive residual from equipment and walls.

DO place books with the book covers visible for the children to make their selection.

DO NOT have an unorganized book shelf. Books should be placed throughout the classroom, found in each of the learning areas.
**DO NOT** allow signs, labels and postings to fall off the walls and become lost. **DO** reattach and replace signs and labels immediately as needed.

**DO NOT** allow materials to be stored in damaged boxes or containers.

**DO** sort containers daily, returning all pieces to the appropriate box or storage container. **When boxes or containers become damaged, replace them with new containers to hold the game pieces.** **Attach an identifying label to aid in the clean-up process.**
DO request storage containers when needed to maintain an organized classroom.

DO NOT store supplies on the classroom floors. DO store them in containers to allow easy clean-up of the floors daily.

DO NOT leave games and activity centers unassembled. DO reassemble them during Clean-Up Time.
**DO NOT** leave art supplies in the sink area. They MUST be cleaned and returned to their storage container after use. **Make sure sink strainers are kept secure in the sink drain to prevent objects from blocking the sink pipes and to prevent plumbing issues.**

Sinks are cleaned as needed throughout the day. They are sanitized during Nap Time cleaning and at the end of each day using the 3 step process.

**DO NOT** allow sink areas to become cluttered. Make sure they are kept clear of storage containers. Toothbrushes are stored in the toothbrush holder. Safety latches are secured on the doors intended for its use. First Aid Kits are attached to the attendance clip board to ensure it moves with the children to the playground and then back indoors with the children.

**DO** make sure sink area is clean and organized at ALL times.
DO NOT allow clutter to accumulate in the classroom or center common areas.

DO NOT store items on top of cubbies. DO maintain organized cubbies for the children.

DO NOT allow labels to become tattered. Do replace them and wash cubbies monthly.
DO NOT leave supplies out. **DO** return all shared items to the appropriate storage area after use or at the end of each day. **DO** store extra supplies in cabinets or closets to ensure that the floor is clear for midday and nightly cleaning.

**DO NOT** allow materials to be stored in an unorganized manner. **DO** make sure containers are sorted and organized prior to closing the room. **DO** make sure storage containers are the appropriate size to hold intended objects for storage. Children should be able to easily identify the toys when stored.

**DO NOT** store items on top of ANYTHING. Items could fall and injure a child.
**DO** keep an organized Art Area. Note that painting supplies are organized and available to the children to use independently.

**DO** keep organized and labeled shelves.
**DO keep areas neat and tidy.** Make sure everything is put back in its place during Clean-Up Time and at the end of the day.

**DO make sure everything is organized and labeled.**

*Once a classroom is clean and organized it MUST be maintained. Make sure you are doing your part to keep the center in tip top shape!*
# ABC Academy Cleaning and Disinfecting Schedule

Note: These are minimum frequency requirements. Frequencies can be increased to meet the needs of the center. Soiled items must always be removed from use or processed immediately.

<table>
<thead>
<tr>
<th>Play / Sleep Areas</th>
<th>What To Do</th>
<th>After Each Use</th>
<th>Twice Daily</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water play toys</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water play table</td>
<td>Clean &amp; disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleach disinfectant solution</td>
<td>Make fresh solution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpets</td>
<td>Vacuum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Floors</td>
<td>Dry sweep &amp; wet mop with water and a floor cleaner</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absorbent materials (includes dress-up clothes &amp; plush toys)</td>
<td>ZONO</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fabric upholstered furniture</td>
<td>Vacuum &amp; spot clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Floors beneath area rugs</td>
<td>Sweep</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Linen/bedding/slip covers</td>
<td>Launder</td>
<td></td>
<td></td>
<td></td>
<td>Bedding Daily - if used by another child Weekly - if used by one child. Slip covers laundered weekly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sensory play – dry food / other</td>
<td>Discard</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td>x (sand)</td>
</tr>
<tr>
<td>Sensory play table</td>
<td>Clean &amp; disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelving</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Toys (includes large toys)</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td></td>
<td></td>
<td></td>
<td>School-age</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboards – dramatic play</td>
<td>ZONO</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vinyl Mats</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Cots</td>
<td>Clean &amp; disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Carpets / fabric furniture</td>
<td>Steam clean</td>
<td></td>
<td></td>
<td></td>
<td>Regularly and as often as necessary (min. twice per year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Empty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Tables</td>
<td>Clean &amp; disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Chairs</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Sink, countertop</td>
<td>Clean &amp; disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Drinking fountain</td>
<td>Clean &amp; disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Soap/Paper towel dispenser</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Toothbrush storage unit</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Computer keyboards</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Window sills / door &amp; cabinet handles</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Walls</td>
<td>Spot wash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Walls / Furniture Adhesive</td>
<td>Adhesive removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Reusable towels</td>
<td>Launder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Restrooms – Children &amp; Adult</td>
<td>What To Do</td>
<td>After Each Use</td>
<td>Twice Daily</td>
<td>Daily</td>
<td>Weekly</td>
<td>Monthly</td>
<td>Other</td>
</tr>
<tr>
<td>Floors</td>
<td>Damp mop with a floor cleaner</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Empty</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand wash sinks, counters</td>
<td>Clean &amp; disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilets</td>
<td>Use toilet cleaner as per manufacturer’s instructions</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Clean, can use ZONO</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soap/Paper towel dispenser</td>
<td>Clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soap/Paper towel dispensers</td>
<td>Restock</td>
<td>As needed</td>
<td></td>
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</tbody>
</table>

### Infant / Toddler Rooms

<table>
<thead>
<tr>
<th>What To Do</th>
<th>After Each Use</th>
<th>Twice Daily</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth / plastic bibs</td>
<td>Launder / clean &amp; disinfect w/ ZONO</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High chair trays / table tops</td>
<td>Clean &amp; sanitize</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mouthed Toys</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plush toys / absorbent materials, non shared</td>
<td>ZONO</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diaper changing mat</td>
<td>Clean &amp; disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diaper changing table</td>
<td>Clean &amp; disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Infant / Toddler Rooms (In addition to play area section listed above)

<table>
<thead>
<tr>
<th>What To Do</th>
<th>After Each Use</th>
<th>Twice Daily</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vinyl mats</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cribs &amp; cots</td>
<td>Clean &amp; disinfect</td>
<td>After each use if shared. Weekly is single child use.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic mouthed toys</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheets, non-shared</td>
<td>Launder</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheets, shared</td>
<td>Launder</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Chair Seat and frame</td>
<td>Clean &amp; sanitize</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toys (includes large toys)</td>
<td>Clean &amp; disinfect w/ ZONO</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diaper pails</td>
<td>Empty</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door &amp; cabinet handles</td>
<td>Clean &amp; disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Kitchen

<table>
<thead>
<tr>
<th>What To Do</th>
<th>After Each Use</th>
<th>Twice Daily</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch delivery cart</td>
<td>Clean &amp; sanitize</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Service Utensils</td>
<td>Discard</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Service Storage Containers</td>
<td>Clean &amp; sanitize</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eating utensils &amp; dishes</td>
<td>Clean &amp; sanitize</td>
<td>x</td>
<td>When washing dishes by hand, wash with water and detergent, rinse, sanitize, air dry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Prep Area</td>
<td>Clean &amp; sanitize</td>
<td>Before and after each use</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand wash sink</td>
<td>Clean &amp; disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Empty</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Remove outdated food, clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microwave</td>
<td>Clean after each use, sanitize daily</td>
<td>x</td>
<td>Sanitize</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door handle</td>
<td>Clean &amp; disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td>Spot Clean</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cupboards</td>
<td>Clean outside</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cupboards</td>
<td>Clean inside, discard old food</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td>Dry sweep &amp; wet mop with water and a floor cleaner</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Reusable towels</td>
<td>Launder</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employee Area – Break room &amp; Work areas</strong></td>
<td><strong>What To Do</strong></td>
<td><strong>After Each Use</strong></td>
<td><strong>Twice Daily</strong></td>
<td>Daily</td>
<td>Weekly</td>
<td>Monthly</td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Empty</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Clean, can use ZONO</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td>Clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td>Disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td>Vacuum</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td>Steam Clean</td>
<td>Twice per year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tile Floor</td>
<td>Dry sweep &amp; wet mop</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door handles</td>
<td>Clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td>Spot Clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office, Entry Area</strong></td>
<td><strong>What To Do</strong></td>
<td><strong>After Each Use</strong></td>
<td><strong>Twice Daily</strong></td>
<td>Daily</td>
<td>Weekly</td>
<td>Monthly</td>
</tr>
<tr>
<td>Supply storage areas</td>
<td>Organize &amp; clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porch</td>
<td>Sweep</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porch</td>
<td>Clear snow, salt</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rugs</td>
<td>Vacuum</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tile Floor</td>
<td>Dry sweep &amp; wet mop</td>
<td>Daily or more frequently if needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass in doors</td>
<td>Clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Empty</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shredders</td>
<td>Empty</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office furniture</td>
<td>Dust &amp; clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window sills, doors &amp; cabinet handles</td>
<td>Clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboards</td>
<td>Clean &amp; sanitize</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephones</td>
<td>Clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulletin Board frames</td>
<td>Clean</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td>Steam Clean</td>
<td>Twice per year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upholstered Furniture</td>
<td>Steam Clean</td>
<td>Twice per year</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Remember: Cleaning and sanitizing are separate steps. “Sanitizing” means to remove potential germs and bacteria with bleach water solution or ZONO system. This is achieved by either spraying large items with bleach and water solution or mixed at a ratio of 50 parts per million or placing items in the ZONO system. Allow at least 2 minutes for bleach to work and then air dry when time allows. When it is necessary to dry an area, single-use disposable paper towel is to be used.

All areas are cleaned immediately if soiled with blood or bodily fluids, regardless of the scheduled cleaning frequency.

Keyboards connected to computers should be cleaned daily if one group is in the room all day, or after each different group of children uses the room. These guidelines do not apply to keyboards that are unplugged and used for dramatic play.

**Definitions**

| **Launder** | Machine washed in a hot cycle according to manufacturer’s instructions. |
| **Cleaning** | Physically removing all dirt and contamination, oftentimes using soap, warm water, and rinse. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later. |
| **Sanitizing** | Reducing germs on surfaces to levels considered safe by public health codes or regulations. Sanitizing can be achieved with an unscented, household grade solution of bleach and water. |
| **Disinfecting** | Destroying or inactivating most germs on objects, but not bacterial spores. Disinfecting can be achieved with an unscented, household grade solution of bleach and water. |
| **ZONO** | Uses ozone and a small amount of water to kill 99.9% of bacteria and 99.99% of viruses on materials placed inside its refrigerator-sized cabinet. |
Cleaning Checklist

Use ZONO system to sanitize equipment

Classroom or Work Area:  
Week starting:

<table>
<thead>
<tr>
<th>Area/Item to be Cleaned</th>
<th>Frequency of Cleaning</th>
<th>Days of the Week Completed</th>
<th>Directors signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mon</td>
<td>Tues</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
DAILY CLASSROOM CLEANING CHECKLIST

CLASSROOM_____________________________ WEEK OF____________

Mark each item with your initials as it is completed daily. Failure to comply with daily cleaning checklist will result in disciplinary action.

AFTER BREAKFAST/BEFORE GREETING TIME STARTS

M    T   W   TH   F
☐ ☐ ☐ ☐ ☐ All toys, materials, & equipment returned to assigned areas/shelves
☐ ☐ ☐ ☐ ☐ Children’s personal belongings neatly in cubbies (not on floor)
☐ ☐ ☐ ☐ ☐ Floor is free of papers, toys, cereal, milk, juice, etc.
☐ ☐ ☐ ☐ ☐ All highchairs & tables used for breakfast cleaned using the 3 step process
☐ ☐ ☐ ☐ ☐ Trash taken out if more than ½ full; top & outside of wastebasket wiped off

AFTER WORK/CHOICE TIME

M    T   W   TH   F
☐ ☐ ☐ ☐ ☐ All paint, glue, etc. cleaned up (paint brushes and cups rinsed…not left in sink)
☐ ☐ ☐ ☐ ☐ All toys, materials, & equipment returned to assigned areas/shelves
☐ ☐ ☐ ☐ ☐ House Area tidy and furniture neatly arranged
☐ ☐ ☐ ☐ ☐ Floor swept if materials were dropped
☐ ☐ ☐ ☐ ☐ Tables cleaned using the 3 step process (if needed)
☐ ☐ ☐ ☐ ☐ Children’s personal belongings neatly stored in cubbies (not on floor)
☐ ☐ ☐ ☐ ☐ Sink area tidy & clean
☐ ☐ ☐ ☐ ☐ All shelves neatly organized
☐ ☐ ☐ ☐ ☐ Tables & chairs in proper places

BEFORE OUTSIDE TIME

M    T   W   TH   F
☐ ☐ ☐ ☐ ☐ All children’s personal belongings in cubbies (not on floor)
☐ ☐ ☐ ☐ ☐ Check to be sure room is neatly in order and clean, including all chairs pushed in & all materials returned to where they belong

BEFORE LUNCH

M    T   W   TH   F
☐ ☐ ☐ ☐ ☐ Be sure all children’s personal belongings are in cubbies (not on floor)
☐ ☐ ☐ ☐ ☐ Tables & highchairs cleaned using the 3 step process
☐ ☐ ☐ ☐ ☐ If you had inside playtime instead of Outside Time, be sure the room is completely back in order
AFTER LUNCH
M T W TH F
☐ ☐ ☐ ☐ ☐ Be sure each child has a sheet securely attached to their cot
☐ ☐ ☐ ☐ ☐ All trash thrown in wastebasket
☐ ☐ ☐ ☐ ☐ All children’s lunchboxes & other belongings in cubbies (not on floor)
☐ ☐ ☐ ☐ ☐ Highchairs, tables & chairs cleaned using the 3 step process
☐ ☐ ☐ ☐ ☐ Entire floor swept & mopped inside classroom
☐ ☐ ☐ ☐ ☐ All wastebaskets & diaper pails emptied & trash taken to dumpster
☐ ☐ ☐ ☐ ☐ Wastebasket & lid cleaned using the 3 step process on top & outside (check inside when changing the bag, if soiled pour bleach solution from bottle & allow to soak), include diaper pail in the infant & toddler classrooms
☐ ☐ ☐ ☐ ☐ Sink & counter cleaned using the 3 step process, wipe down walls surrounding sink
☐ ☐ ☐ ☐ ☐ Spot clean walls in the classroom
☐ ☐ ☐ ☐ ☐ Step-stool cleaned using the 3 step process, place in ZONO weekly
☐ ☐ ☐ ☐ ☐ Dust pan rinsed off to remove food, place in ZONO weekly
☐ ☐ ☐ ☐ ☐ Dishes washed in the infant & toddler classrooms (take to kitchen to be washed)

DURING NAPTIME
M T W TH F
☐ ☐ ☐ ☐ ☐ Sort all toy baskets
☐ ☐ ☐ ☐ ☐ Preschool & School-age - Clean with the 3 step process use ZONO to sanitize the items listed for today on “Cleaning Checklist” (rotate daily, all items must be cleaned at least once each week in preschool & school-age classrooms)

OR
☐ ☐ ☐ ☐ ☐ Infant & Toddler - Clean with the 3 step process use ZONO to sanitize all toys & equipment (that will fit in the machine) including playhouse & House Area furniture (all toys & equipment must be cleaned daily in infant & toddler classrooms)

AFTER NAPTIME
M T W TH F
☐ ☐ ☐ ☐ ☐ Clean using the 3 step process each cot & stack neatly
☐ ☐ ☐ ☐ ☐ Neatly fold all blankets & cot sheets and return to children’s cubbies (Note: blankets & sheets must be neatly stored in the child’s cubby not touching another child’s or the floor)

BEFORE/AFTER SNACK
M T W TH F
☐ ☐ ☐ ☐ ☐ Clean highchairs & tables with the 3 step process immediately before & after snack
☐ ☐ ☐ ☐ ☐ All toys, materials, equipment returned to assigned areas/shelves
BEFORE RECESS

☐ ☐ ☐ ☐ ☐ All children’s personal belongings in cubbies (not on floor)
☐ ☐ ☐ ☐ ☐ Check to be sure room is neatly in order & clean, including all chairs pushed in & materials returned to where they belong

CLOSING YOUR CLASSROOM

☐ ☐ ☐ ☐ ☐ Turn off light & CD Player, also ceiling fans at Laurence Ave.
☐ ☐ ☐ ☐ ☐ All children’s personal belongings in cubbies (not on floor)
☐ ☐ ☐ ☐ ☐ All toys, materials, equipment returned to assigned areas
☐ ☐ ☐ ☐ ☐ All shelves tidy (be sure items are stored according to labels)
☐ ☐ ☐ ☐ ☐ House Area furniture in proper places
☐ ☐ ☐ ☐ ☐ Floor free of toys, paper, debris, etc.
☐ ☐ ☐ ☐ ☐ All items from other classrooms returned
☐ ☐ ☐ ☐ ☐ All teacher materials & supplies stored in classroom closet/cabinets
☐ ☐ ☐ ☐ ☐ Highchairs, tables, counters & sink cleaned using the 3 step process
☐ ☐ ☐ ☐ ☐ Sweep & mop floor
☐ ☐ ☐ ☐ ☐ Vacuum carpets & door mats
☐ ☐ ☐ ☐ ☐ Empty trash & wash wastebasket & lid as needed
☐ ☐ ☐ ☐ ☐ All windows closed & locked
☐ ☐ ☐ ☐ ☐ In the infant classroom, wash the inside & outside of the microwave
☐ ☐ ☐ ☐ ☐ In the infant classroom, wash the inside & outside of the refrigerator
☐ ☐ ☐ ☐ ☐ In the infant & toddler classrooms, all dishes washed
☐ ☐ ☐ ☐ ☐ Leave door open to hall for parents to come & go

WEEKLY CLEANING TASKS

☐ ZONO dress-up clothes & stuffed animals
☐ ZONO wastebasket & lid, step stool, & dust pan.
☐ Launder cot sheets & crib sheets
☐ Clean using the 3 step process cribs & mattresses
☐ Clean using the 3 step process all door & cabinet handles & light switches
☐ Clean fingerprints & spots from walls in classroom
☐ Complete rotated monthly cleaning task
ABC Academy Kitchen Cleaning and Disinfecting Schedule

Note: These are minimum frequency requirements. Frequencies can be increased to meet the needs of the center. Soiled items must always be removed from use or processed immediately.

<table>
<thead>
<tr>
<th>Kitchen</th>
<th>What To Do</th>
<th>After Each Use</th>
<th>Twice Daily</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch delivery cart</td>
<td>Clean &amp; sanitize</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Service Utensils</td>
<td>Discard</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Service Storage Containers</td>
<td>Clean &amp; sanitize</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eating utensils &amp; dishes</td>
<td>Clean &amp; sanitize</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>When washing dishes by hand, wash with water and detergent, rinse, sanitize, air dry</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Food Prep Area</td>
<td>Clean &amp; sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand wash sink</td>
<td>Clean &amp; disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Empty</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Garbage Containers</td>
<td>Clean &amp; disinfect</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Remove outdated food, clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>x</td>
</tr>
<tr>
<td>Microwave</td>
<td>Clean after each use, sanitize daily</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sanitize</td>
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<td></td>
</tr>
<tr>
<td>Door handle</td>
<td>Clean &amp; disinfect</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Walls</td>
<td>Spot Clean</td>
<td></td>
<td></td>
<td></td>
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<td>As needed</td>
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<tr>
<td>Cupboards</td>
<td>Clean outside</td>
<td></td>
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<td>x</td>
</tr>
<tr>
<td>Cupboards</td>
<td>Clean inside, discard old food</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>x</td>
</tr>
<tr>
<td>Floors</td>
<td>Dry sweep &amp; wet mop with water and a floor cleaner</td>
<td></td>
<td></td>
<td>x</td>
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<tr>
<td>Reusable towels</td>
<td>Launder</td>
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</tbody>
</table>

Remember: Cleaning and sanitizing are separate steps. “Sanitizing” means to remove potential germs and bacteria with bleach water solution. This is achieved by either spraying large items with bleach and water solution or immersing small items into a dish tub filled with a bleach water solution mixed at a ratio of 50 parts per million. Allow at least 2 minutes for bleach to work and then air dry when time allows. When it is necessary to dry an area, single-use disposable paper towel is to be used.

All areas are cleaned immediately if soiled with blood or bodily fluids, regardless of the scheduled cleaning frequency.

<table>
<thead>
<tr>
<th>Definitions</th>
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</thead>
<tbody>
<tr>
<td>Launder</td>
</tr>
<tr>
<td>Cleaning</td>
</tr>
<tr>
<td>Sanitizing</td>
</tr>
<tr>
<td>Disinfecting</td>
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<td>ZONO</td>
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# Kitchen Maintenance Schedule

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Lunch Dishes</td>
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<tr>
<td>Microwave</td>
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<tr>
<td>Counters/Sinks</td>
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<tr>
<td>Trash</td>
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<tr>
<td>Mop if needed</td>
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<tr>
<td>Rotated Task</td>
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<tr>
<td>Monthly Task – Week 1</td>
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<td>Mop if needed</td>
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<td>Monthly Task – Week 3</td>
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<tr>
<td>Mop if needed</td>
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<tr>
<td>Rotated Task</td>
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<tr>
<td>Monthly Task – Week 4</td>
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</tbody>
</table>
DAILY KITCHEN CLEANING CHECKLIST

WEEK OF ____________

Mark each item with your initials as it is completed daily. Failure to comply with daily cleaning checklist will result in disciplinary action.

UPON ENTERING THE KITCHEN

M  T  W  TH  F
☐ ☐ ☐ ☐ ☐ Wash hands – using posted hand washing steps
☐ ☐ ☐ ☐ ☐ Clean the counter using the 3 step process
☐ ☐ ☐ ☐ ☐ Refill the meal/snack cart paper products - silverware, cups, bowls, etc.

PREPARING LUNCHES

M  T  W  TH  F
☐ ☐ ☐ ☐ ☐ Sort lunch boxes by classroom
☐ ☐ ☐ ☐ ☐ Check lunch boxes of children under 4 years of age for the items they may not be served – see posting
☐ ☐ ☐ ☐ ☐ Check each lunch box for food needing microwaving
☐ ☐ ☐ ☐ ☐ Cover heat up with paper towel prior to heating in the microwave; change paper towel after each heat up
☐ ☐ ☐ ☐ ☐ Check temperature of heat up using food thermometer; must be 140º or if food has been previously cooked & you are reheating it must be heated to 165º or above
☐ ☐ ☐ ☐ ☐ Cover heated food with aluminum foil & label with child’s name
☐ ☐ ☐ ☐ ☐ Use bucket of ice to transport milk on cart – milk MUST be labeled with the date & time it was opened prior to leaving the kitchen

PREPARING GSRP LUNCHES

M  T  W  TH  F
☐ ☐ ☐ ☐ ☐ Check the temperature of each food item using food thermometer; must be at least 140º - if not 140º food will need to be reheated in microwave to 165º
☐ ☐ ☐ ☐ ☐ Spoon each food item into number of bowls/trays needed to place directly onto tables in classroom – i.e. if classroom has 2 tables for lunch they need 2 bowls of each item for their classroom
☐ ☐ ☐ ☐ ☐ Cover heated food with aluminum foil
☐ ☐ ☐ ☐ ☐ Take milk & juice container to classroom & count out number needed (21 for full group) or less in event children are absent, total provided should equal the number of children and staff in attendance
☐ ☐ ☐ ☐ ☐ Wash tables in classroom using the 3 step process
☐ ☐ ☐ ☐ ☐ Place milk & juice on the washed tables – i.e. for the kidney shaped tables place 10 per table, 1 extra for third teacher
☐ ☐ ☐ ☐ ☐ Place lunch food on center of each table, include the appropriate serving utensil for each item
Place plates, silverware, & cups on each table
Prepare breakfast items for the following morning

AFTER LUNCHES ARE PREPARED

M  T  W  TH  F
Wash dishes using the 3 step process; one sink filled with warm soapy water, one sink filled with filled with rinse water, & dish pan filled with bleach solution between 50 & 100 parts per million of bleach (check with bleach test strip)
Wash inside & outside of microwave using the 3 step process; remove glass tray & wash with dishes in sink
Wash all counters & sink using the 3 step process
Wipe off stove top & burners, spot clean inside & outside of refrigerator, & fronts of cupboards
Wash all shelves on the food cart using the 3 step process
Wastebasket emptied & trash taken to the dumpster
Wastebasket & lid cleaned using the 3 step process on top & outside (check inside when changing the bag, if soiled pour bleach solution from bottle & allow to soak)
Make sure all wrappers to silverware, bowls, & cups are securely sealed
Take dish cloth to washer
Sweep & mop floor – if needed

WEEKLY ROTATED CLEANING TASKS
Monday - Wash the mat under dish drainer using the 3 step process
Tuesday - Thoroughly wash inside & outside of cupboards
Wednesday - Wipe down inside & outside of refrigerator
Thursday - Throw out old food in refrigerator, freezer, and cupboards; everything should be labeled with the date opened
Friday - Wash out silverware & bowl containers on cart using the 3 step process

EVERYOTHER WEEK
Complete grocery order for items needed. Orders are approved by Center Director prior to submitting to grocery company.

MONTHLY
Week 1 - Wash inside & outside of refrigerator, freezer, & cupboards
Week 2 - Wash out inside of wastebasket (or more frequently if needed) – pour bleach solution from bottle into bottom of wastebasket & allow to soak – if items are stuck to the bottom put on gloves & use paper towel to get clean
Week 3 - Wipe down walls in kitchen, hallway & office area
Week 4 - Straighten & organize the janitor’s room