School or daycare: what we clean

Tour the building with your director after pickup and tick each room as it is reviewed.

School or center _____ **Address** _____

Walked by _____ **Date** _____

Classrooms

- ☐ Tables, chairs and counters wiped
- ☐ Sinks and door handles cleaned
- ☐ Cubbies and reading nooks wiped at child height
- ☐ Trash and recycling removed
- ☐ Floors vacuumed or mopped by type
- ☐ Interior windows, vision panels and low mirrors wiped

Nap rooms and play areas

- ☐ Nap mats wiped each visit
- ☐ Cots wiped and stacked the way staff prefer
- ☐ Nap room floors cleaned
- ☐ Paint lifted from art room tables
- ☐ Sand cleared by play area doors
- ☐ Shared toys or toy bins, if added to the plan

Restrooms and changing areas

- ☐ Child-size restrooms cleaned and disinfected
- ☐ Diaper-changing areas cleaned and disinfected
- ☐ Soap and towels restocked if supplies are on your plan

Kitchens, staff rooms and offices

- ☐ Kitchen and snack area counters and sinks wiped
- ☐ Appliance fronts and floors cleaned
- ☐ Staff rooms and offices cleaned last

Shared touchpoints

- ☐ Door handles and light switches cleaned, then disinfected
- ☐ Faucet levers and railings cleaned, then disinfected
- ☐ Your program's products used
- ☐ Fragrance-free choices noted

Break and calendar work

- [ ] Carpet extraction over winter, spring or summer break
- [ ] Hard floors scrubbed and refinished during a break
- [ ] Top-to-bottom reset the week before classes resume
- [ ] Quick reset after open houses or graduation
- [ ] Lockup routine recorded

Notes