**Cleaning Checklist**

Infant/Toddler

**Daily**

**\_\_\_\_\_\_** Clean and sanitize toys

\_\_\_\_\_\_ Clean and sanitize equipment (high chairs, cribs, etc.)

\_\_\_\_\_\_ Clean and sanitize changing table after each use

\_\_\_\_\_\_ Straighten toys on shelves, make sure home living items are put away neatly

\_\_\_\_\_\_ Clean and sanitize sinks, counters, tables and chairs

\_\_\_\_\_\_ Clean mirrors

\_\_\_\_\_\_ Mop and sanitize tile floor

\_\_\_\_\_\_ Vacuum carpet

\_\_\_\_\_\_ Clean bathrooms (twice daily: nap time & end of day, more often as needed)

\_\_\_\_\_\_ Clean cafeteria tables after meals; sweep under tables

\_\_\_\_\_\_ Clean cubby area as needed

\_\_\_\_\_\_ Empty trashcan and replace liner

\_\_\_\_\_\_ Check that paper products (paper towels, toilet tissue, facial tissue, soap, etc.) are refilled as

 needed.

\_\_\_\_\_\_ Lock all doors

**Weekly (or more often as needed)**

\_\_\_\_\_\_ Clean glass in windows and doors

\_\_\_\_\_\_ Straighten children’s cubby area, send home blankets to be washed

\_\_\_\_\_\_ Clean and sanitize cots/mats

\_\_\_\_\_\_ Wash sheets on assigned laundry day

Products used for cleaning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Products used for sanitizing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_