



Routine Schedule for Cleaning, Sanitizing, and Disinfecting

| Areas | Before Each Use | After Each Use | Daily (At the End of Day) | Weekly | Monthly | Comments |
|-------------------------------|-----------------|-----------------|---------------------------|--------|---------|--|
| Food Areas | | | | | | |
| • Food preparation surfaces | Clean, Sanitize | Clean, Sanitize | | | | Use a sanitizer safe for food contact |
| • Eating utensils & dishes | | Clean, Sanitize | | | | If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize |
| • Tables & highchair trays | Clean, Sanitize | Clean, Sanitize | | | | |
| • Countertops | | Clean | Clean, Sanitize | | | Use a sanitizer safe for food contact |
| • Food preparation appliances | | Clean | Clean, Sanitize | | | |
| • Mixed use tables | Clean, Sanitize | | | | | Before serving food |
| • Refrigerator | | | | | Clean | |
| Child Care Areas | | | | | | |
| • Plastic mouthed toys | | Clean | Clean, Sanitize | | | |
| • Pacifiers | | Clean | Clean, Sanitize | | | Reserve for use by only one child; Use dishwasher or boil for one minute. |
| • Door & cabinet handles | | | Clean, Disinfect | | | Use a microfiber cloth |
| • Floors | | | Clean | | | Sweep or vacuum, then damp mop, (consider microfiber damp mop to pick up most particles) |
| • Play Activity Centers | | | | Clean | | |
| • Drinking Fountains | | | Clean, Disinfect | | | Use a microfiber cloth |
| • Computer Keyboards | | Clean, Sanitize | | | | Use sanitizing wipes, do not use spray |
| • Phone Receivers | | | Clean | | | |

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| <i>Toilet & Diapering Areas</i> | | | | | | |
| • Changing tables | | Clean, Disinfect | | | | Clean with detergent, rinse, disinfect, use a microfiber cloth |
| • Handwashing sinks & faucets | | | Clean, Disinfect | | | Use a microfiber cloth |
| • Countertops | | | Clean, Disinfect | | | Use a microfiber cloth |
| • Toilets | | | Clean, Disinfect | | | Use a microfiber cloth |
| • Diaper pails | | | Clean, Disinfect | | | Use a microfiber cloth |
| • Floors | | | Clean, Disinfect | | | Damp mop with a floor cleaner/disinfectant |
| <i>Sleeping Areas</i> | | | | | | |
| • Bed sheets | | | | Clean | | |
| • Cribs, cots, & mats | | Sanitize, Disinfect | | Clean | | Use a microfiber cloth |
| • Blankets | | | | Clean | | |