

CLEANING GUIDELINES

CLEAN means to remove visible soils by using a product suitable for the surface being cleaned. DISINFECT means to kill germs by using a disinfectant cleaner, chlorine bleach solution or other disinfectant.

For ROUTINE DISINFECTING: use chlorine bleach solution (See Attached Sanitizing Solution Recipes) MUST BE MADE FRESH DAILY.

Classroom & Dining Areas	Clean	Disinfect	Frequency	Comments	Who is responsible:
Any surface contaminated with body fluids(saliva, mucus, vomit, urine, stool or blood)	X	X	Immediately	Specified in Blood Borne Pathogens Clean up procedure	Any staff coming in contact with potentially infected materials
Small toys that can go into mouth	X	X	Daily	Use Chlorine bleach solution. Rinse and air dry.	Classroom staff and/or volunteers.
Larger toys	X	X	Weekly		
Dress-up clothes	X		After every use or at least weekly	Can harbor eggs from head lice and should be laundered frequently.	
Cribs	X	X	Weekly	Use chlorine bleach solution	
Napping Mats	X	X	Daily depending on storage system	Use chlorine bleach solution	
Blankets	X		Weekly or when soiled	Launder	
Countertops	X		When soiled or at least once a week	Use chlorine bleach solution	Janitor for daily and weekly cleaning. Classroom staff and/or volunteers for more frequent clean-up needs.
Tabletops	X	X	Before and after food is served	Use chlorine bleach solution in food areas	
Food Prep Areas	X	X	Before and after preparing foods	Use chlorine bleach solution	
Floors	X		Daily and when soiled	Mop	
Mops	X	X	Daily	Clean and Sanitize Daily. Launder Weekly	
Small Rugs	X		Daily and when soiled	Vacuum Daily Launder Weekly	
Carpet	X		Daily or when soiled	Vacuum Daily	Classroom Staff and/or Janitor

Classroom & Dining Areas	Clean	Disinfect	Frequency	Comments	Who is responsible:
Cleaning Rags	X	X	When soiled	Food service rags and bibs need to be washed separate from cleaning rags	Janitor and Classroom Staff
Toilet/ Hygiene Areas	Clean	Disinfect	Frequency	Comments	Who is responsible:
Hand washing sinks	X	X	Daily and when soiled	Clean then disinfect or use a disinfectant cleaner	Janitor for daily cleaning. Classroom staff and/or volunteers for more frequent clean-up needs.
Diaper Changing Table	X	X	After each use.	Use chorine bleach solution	
Toilet Bowls	X	X	Daily	Use a toilet bowl cleaner	
Seats	X	X	Daily or immediately if obviously soiled	Clean then disinfect or use a disinfectant cleaner.	
Flushing handle	X	X	Daily or immediately if visibly soiled		
Door knobs	X	X	Daily		
Floors	X	X	Daily	Mop. Spray with bleach solution and let air dry	

Sanitizing Solution Recipes

Don't guess at amounts! Most people use too much bleach.

For Disinfecting...

Diapering surfaces, bathrooms, hand washing sinks	Food surface areas, Toys	Blood Borne Pathogen Cleanup
500-800ppm	50-100ppm	1:10 Bleach/Water or SaniZide Plus Germicidal Solution
.75 tsp bleach to 8oz of water		
1.1 tsp bleach to 12oz of water	1/8 tsp bleach to 16 oz of water	
3 tsp bleach to 32 oz of water		
1Tbsp of bleach to 1qt water		2tbsp bleach to 10 oz of water
¼ cup of bleach to 1 gallon of water	1-2 tsp bleach to 1 gallon of water	1 5/8 cups bleach to 1 gallon of water
Operations will check concentration of bleach at Monthly Health and Safety Checks	Staff will check concentration of bleach daily	

Daily Cleaning Log

Cleaning logs need to be completed daily. The staff person responsible for each of the duties needs to initial after the cleaning is complete. The outdoor safety sweep must be completed prior to outdoor time daily. Each site needs to work together to develop a schedule of responsibility that works for their particular site.