

Reach Dane Cleaning, Sanitation, and Disinfection Checklist

*To be completed by program team (October, February, June) and filed in the Health Action Binder.

Program name/date:	Do we do it???		Comments
	YES	NO	
Classrooms/Kitchens			
Countertops/tabletops, floors are cleaned & sanitized daily and when soiled.			
Light switches, door and cabinet handles are cleaned and sanitized weekly and when soiled.			
Before and after meals, tabletops are washed first with soapy water, wiped with disposable towel. Then sprayed with a sanitizer which is allowed to air dry.			
Food preparation & service areas are cleaned and sanitized before and after contact with food activity...and between preparation of raw & cooked foods.			
Carpets and large area rugs are vacuumed when children are not present.			
Carpets are cleaned when children are not present, and allowed to dry before children return. (at least 2x/year in preschool rooms, at least quarterly in I/T rooms).			
Small rugs are shook outside or vacuumed daily and laundered monthly (or more often if soiled).			
Water tables are cleaned and disinfected daily (in accordance with the Procedure to Clean Water Table in the Reach Dane Policy & Procedure Manual).			
Toys or surfaces which have been in children's mouths are cleaned and sanitized before the next use.			
Surfaces which have been in contact with saliva or other body fluids are cleaned and disinfected immediately. Blood spill clean up bucket is available.			
Toys and dress-up clothes are cleaned weekly and when visibly soiled.			
Bedding is cleaned weekly and when soiled.			
Cots, cribs, & crib mattresses are cleaned weekly, and before use by a different child, and whenever soiled or wet.			
Phone receivers are cleaned and sanitized at least 2x/month			
Classroom waste containers are cleaned and sanitized weekly or when visibly soiled.			
Toileting & Diapering Areas			
Bathroom fixtures and sinks are cleaned & disinfected daily.			
Handwashing sinks, faucets, surrounding counters, and soap dispensers are cleaned & disinfected daily, or immediately if visibly soiled.			
Toilet seats, toilet handles, door knobs/cubicle handles are cleaned and disinfected daily, or immediately if visibly soiled.			
Toilet bowls are cleaned and disinfected daily.			
Changing tables are cleaned and disinfected after each child's use. (2 step process)			
Diaper containers are cleaned and disinfected daily or when visibly soiled.			
Other Cleaning			
Mops and cleaning rags are cleaned and sanitized after each day of use by washing the mops and rags in detergent and water, rinsing in water, immersing in sanitizing solution. After cleaning & sanitizing, hang mops and rags to dry.			
If the center uses a plastic swimming pool, it will be cleaned and sanitized daily. Use cleaning procedure similar to recommended water table cleaning procedure.			
Tooth brushes are stored separately. (See toothbrush policy)			
Tooth brush holders are cleaned and disinfected monthly or when visibly soiled.			
Handwashing			
Liquid soap is available at each sink.			
Block or step stool is available at each wash basin			
Disposable paper towels are available and within children's reach.			
Disposable tissues are readily available and consistently used for runny noses. Children are expected to wash hands after blowing his/her nose.			
Staff who primarily prepare food do not diaper children.			
Staff wash hands upon beginning work, and at all other times in accordance with the Handwashing/Personal Cleanliness Policy.			
Staff who prepare or help in food delivery wash hands well before food preparation.			
Staff regularly, consistently supervise the handwashing of children before and after meals and after toileting.			