

Daycare Cleaning Checklist

Date _____

Daily Tasks

- Clean and put away toys, craft materials, books, etc.
- Immediately disinfect any toys placed in children's mouths
- Sanitize commonly touched surfaces and items (door knobs, light switches)
- Clean and disinfect bathroom (toilets, sink)
- Disinfect changing table area
- Wipe down chairs, highchairs and tables before and after meals and snacks
- Vacuum, sweep and mop
- Sanitize sink and food-prep areas
- Take out trash
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Weekly Tasks

- Launder and clean nap mats, cots and other nap time materials
- Wash soft toys and other soft items
- Clean out refrigerator and microwave
- Clean out storage cubbies
- Bathroom deep cleaning – behind the toilet, underneath countertops, etc.
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Notes

Completed by _____

