

# Cleaning, Sanitizing, & Disinfecting

TEACHERS WILL BE RESPONSIBLE FOR THE FOLLOWING:

Area to be Cleaned	Before Each Use	After Each Use	At the End of the Day
Food Preparation Surfaces	<b>Clean &amp; Sanitize</b> Clean with soap and water followed by Quaternary Ammonia	<b>Clean &amp; Sanitize</b> Clean with soap and water followed by Quaternary Ammonia	
Eating Utensils & Dishes		<b>Clean &amp; Sanitize</b> Clean all dishes with soap and water followed by Quaternary Ammonia	<b>Clean &amp; Sanitize</b> Collect all dishes and bring them to the Preschool Kitchen for cleaning in the dishwasher.
Tables Used to Serve Food & Highchair Trays	<b>Clean &amp; Sanitize</b> Clean with soap and water followed by Quaternary Ammonia	<b>Clean &amp; Sanitize</b> Clean with soap and water followed by Quaternary Ammonia	
Classroom Tables			<b>Clean &amp; Sanitize</b> Clean with soap and water followed by Quaternary Ammonia
Classroom Countertops		<b>Clean</b> Clean with soap and water	<b>Clean &amp; Sanitize</b> Clean with soap and water followed by Quaternary Ammonia
Food Preparation Appliances		<b>Clean</b> Clean with soap and water	
Plastic Mouthed Toys		<b>Clean</b> Clean with soap and water	<b>Clean &amp; Sanitize</b> Clean with soap and water followed by Quaternary Ammonia
Pacifiers		<b>Clean</b> Clean with soap and water	<b>Clean &amp; Sanitize</b> Clean with soap and water followed by Quaternary Ammonia
Hats			<b>Clean</b> Bring to the Preschool Kitchen to be washed in the washing machine
Door & Cabinet Handles			<b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia



# Cleaning, Sanitizing, & Disinfecting

Area to be Cleaned	Before Each Use	After Each Use	At the End of the Day
Floors		<b>Clean</b> Sweep or vacuum after messy activities and eating	
Machine Washable Cloth Toys			<b>Clean - Each Thursday</b> Bring to the Preschool Kitchen to be washed in the washing machine
Dress-up Clothes			<b>Clean - Each Thursday</b> Bring to the Preschool Kitchen to be washed in the washing machine
Changing Tables		<b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia	
Potty Chairs		<b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia	
Bathrooms		<b>Disinfect</b> Spray all surfaces with Quaternary Ammonia	
Bed Linens		<b>Change</b> Use clean linens for each child	<b>Clean</b> Bring to the Preschool Kitchen to be washed in the washing machine
Cribs & Rest Mats		<b>Disinfect</b> Wipe with Quaternary Ammonia	<b>Disinfect</b> Wipe with Quaternary Ammonia
Blankets		<b>Change</b> Use clean linens for each child	<b>Clean</b> Bring to the Preschool Kitchen to be washed in the washing machine
Smocks			<b>Clean</b> Bring to the Preschool Kitchen to be washed in the washing machine
Playground & East Yard		Put away <b>ALL</b> toys	



# Cleaning, Sanitizing, & Disinfecting

**SUPPORT STAFF WILL BE RESPONSIBLE FOR THE FOLLOWING:**

Area to be Cleaned	At the End of the Day	Monthly
Dishes	<b>Clean</b> In dishwasher	
Laundry	<b>Clean</b> In washing machine	
Drinking Fountains	<b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia	
Trash Cans & Step Stools	<b>Disinfect</b> Wipe with Quaternary Ammonia	
Phone Receivers	<b>Disinfect</b> Wipe with Quaternary Ammonia	
Door & Cabinet Handles	<b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia	
Sinks & Faucets	<b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia	
Bathroom Countertops	<b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia	
Toilets	<b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia	
Floors	<b>Clean</b> Sweep or vacuum (if needed), then damp mop	
Rugs	<b>Clean &amp; Disinfect</b> Vacuum, then spray with Quaternary Ammonia	
Playground & Porch Walkways	Sweep clear all porches and walkways	
Refrigerators		<b>Clean</b> Remove all contents and clean with soap and water. Return only fresh items.



# Cleaning, Sanitizing, & Disinfecting

**CUSTODIAL STAFF WILL BE RESPONSIBLE FOR THE FOLLOWING:**

Area to be Cleaned	Weekly
Classroom Tables	<p><b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia</p>
Classroom Countertops	<p><b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia</p>
Food Preparation Appliances	<p><b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia</p>
Activity Centers	<p><b>Clean</b> Clean with Soap and Water</p>
Drinking Fountains	<p><b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia</p>
Trash Cans & Step Stools	<p><b>Disinfect</b> Wipe with Quaternary Ammonia</p>
Phone Receivers	<p><b>Disinfect</b> Wipe with Quaternary Ammonia</p>
Door and Cabinet Handles	<p><b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia</p>
Sinks & Faucets	<p><b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia</p>
Bathroom Countertops	<p><b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia</p>
Toilets	<p><b>Clean &amp; Disinfect</b> Clean with soap and water followed by Quaternary Ammonia</p>
Rugs	<p><b>Clean &amp; Disinfect</b> Vacuum, then, spray with Quaternary Ammonia</p>
Floors	<p><b>Clean</b> Sweep or vacuum, then, damp mop</p>

