



# TEAM

# Cleaning Manual

## Table of Contents

<b>1. Introduction and Company Expectation.....</b>	<b>2</b>
<b>2. Organizational Structure of Center Cleaning and Maintenance.....</b>	<b>3</b>
<b>3. Cleaning, Sanitizing, and Disinfecting.....</b>	<b>4</b>
<b>4. 3-Step Sanitation Process.....</b>	<b>5</b>
<b>5. Cleaning Reminders.....</b>	<b>6</b>
<b>6. Cleaning Your Classroom.....</b>	<b>7</b>
<b>7. Facility Cleaning.....</b>	<b>10</b>
<b>8. Mid-Day Bathroom Cleaning.....</b>	<b>11</b>
<b>9. Kitchen Cleaning.....</b>	<b>12</b>
<b>10. Opening and Closing Procedures.....</b>	<b>15</b>
<b>11. The Do's &amp; Don'ts of Classroom Maintenance.....</b>	<b>16</b>
<b>Classroom Cleanliness Checklist .....</b>	<b>24</b>
<b>Kitchen Cleanliness Checklist .....</b>	<b>26</b>

## 1. Introduction and Company Expectation



### High Hope Academy LLC. Cleaning Manual

High Hope Academy Policies and procedures are carefully considered to ensure that they are consistent with our school's philosophy and standards. Company policies and procedures are based on criteria and guidelines that allow us to operate safely and legally; this includes **State Licensing Rules, NAEYC Accreditation Criteria, and Health Department Guidelines.**

All employees are expected to comply with all company policies and procedures at all times. Most rules/regulations are non-negotiable, and exceptions are rarely made. Each employee is expected to hold their co-workers accountable for complying with all rules, policies, and procedures. Employees are expected to address non-compliance with their co-workers and/or administration. Concerns regarding the validity or effectiveness of a policy/procedure should be addressed with an administrator.

This manual has been prepared to outline the protocols necessary for running a clean and sanitary workplace for both staff and students.

**Each employee is expected to read this manual to learn and apply the standards and practices of High Hope Academy LLC.**

**Ignorance of stated policies will not be an acceptable excuse in cases of non-compliance.**

*“Recognize the power of a team;  
no one succeeds alone.”  
- Carly Fiorina*

## 2. Organizational Structure of Center Cleaning and Maintenance

### Center Directors

The Center Director ensures that all classrooms in the center are meeting and maintaining cleaning schedules, even if tasks are assigned to the classroom staff.



### Assistant Directors

The Assistant Director is responsible for ensuring that cleaning is being followed in all classrooms in the Center Director's absence. Assistant Directors are also classroom teachers.



### Lead Teachers

The Lead Teacher ensures that cleaning schedules are posted and followed in their classrooms, even if tasks are assigned to others.



### Teacher Assistants

The Teacher Assistant completes tasks assigned to them by the Lead Teacher. Ensure the cleaning schedule is followed in the teacher's absence.



### Teacher Aides

The Teacher Aide helps with classroom cleaning in the classroom they are assigned to work in; especially while covering breaks during rest time. Seek out items that need to be cleaned by following the posted classroom cleaning schedule.

*We must work together as a TEAM to keep all areas of  
the center neat and organized.  
If you see something out of place do your part to return  
it to where it belongs!*

### 3. Cleaning, Sanitizing, and Disinfecting

Cleaning and sanitation must be completed in accordance with the High Hope Academy Cleaning and Disinfecting Schedule

#### A. Definitions

- **CLEANING** - Physically removing all dirt and contamination, oftentimes using soap, warm water, and rinse. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
- **SANITIZING** - Reducing germs on surfaces to levels considered safe by public health codes or regulations. Sanitizing can be achieved with an unscented, household grade solution of bleach and water.
- **DISINFECTING** - Destroying or inactivating most germs on objects, but not bacterial spores. Disinfecting can be achieved with an unscented, household grade solution of bleach and water.
- **LAUNDER** - Machine washed in a hot cycle according to manufacturer's instructions.

#### B. Notes on Cleaning & Sanitizing

- Cleaning, sanitizing, and disinfecting are the safest, most effective methods for controlling odors in the classrooms, bathrooms, and storage areas.
- **Aerosol sprays, air freshening sprays, and deodorizers are not to be used. These products DO NOT clean or sanitize;** they just cover odor without eliminating the source of the problem

## 4. 3-Step Sanitation Process

The 3-Step Sanitation Process must be used at all times to wash, rinse, and sanitize in the classroom.

### 1. WASH

- **Spray Bottle #1**: Filled with water and a pea-sized drop of dish soap
- Spray or immerse object with/in soapy water and remove dirt.

### 2. RINSE

- **Spray Bottle #2**: Filled with water
- Spray or rinse object with/in clear water to remove soap.

### 3. SANITIZE

- **Spray Bottle #3**: Filled with a water solution containing between 50 and 100 parts per million of bleach. *Must be tested with bleach test strip when mixed.*
- Spray or rinse object with/in bleach and water solution.

#### Important Notes:

- 🧻 Paper towels should be used for each step (3 Paper Towels Total)
- 🧻 Allow ample time for objects to air dry

*Having a clean classroom will not only reduce the number of germs the children come in contact with, but it will also reduce the amount of germs you come in contact with as well!*

## 5. Cleaning Reminders

### Maintaining Clean Workspaces

- 🎓 The key to keeping a classroom neat and tidy is returning all materials to their proper places once they are finished being used; this includes all teacher materials.
- 🎓 We are teaching the children to put their toys and belongings where they belong, we must model the behaviors we are seeking.
- 🎓 Floors must be swept as needed after every meal/snack. They must be swept and mopped thoroughly after lunch each day. They will be swept and mopped at the end of the day.

### Sanitizing

- 🎓 All food preparation and service surfaces must be cleaned using the 3-Step Sanitation Process before and after contact with food.
  - This includes the meal/snack cart, kitchen counters, classroom tables, highchairs, and any shelves or tables used to place food or service items on.
- 🎓 Toys that have been contaminated by any bodily fluids are to be cleaned using the 3-Step Sanitation Process before they can be used by another child.
- 🎓 Pacifiers that fall on the floor or are handled by another child must be cleaned using the 3-Step Sanitation Process and sanitize before being returned to the child.

### Gloves & Hand Washing Protocol

- 🎓 Your gloves and hands become contaminated once you touch an object.
- 🎓 You must rewash your hands or replace your gloves after contamination
- 🎓 Contamination includes, but is not limited to, working in the kitchen, meals and snacks, medication administration, diapering, toileting, first aid, handling bodily fluids, handling garbage, and handling pets.

***Classrooms must maintain a neat and orderly appearance at all times!***

## 6. Cleaning Your Classroom

The following routine **MUST** be followed daily. The “Classroom Cleanliness Checklist” (pages 24-25) should be copied and kept in your classroom

### A. After Breakfast/Before Greeting Time Starts

- All highchairs and tables cleaned using the 3-Step Sanitation Process (p. 5)
- Return all toys, materials, and equipment to assigned areas/shelves
- Take out trash if over 50% full and wipe down trashcan inside and out
- Place children’s personal belongings neatly in cubbies. Items should not be on the floor.
- Floor should be clean and free of papers, toys, cereal, milk, juice, etc. (sweep when necessary)

### B. After Activity Time

- Clean up ALL paint, glue, etc. cleaned up (Rinsed paint brushes and cups should NOT be left in sink)
- Tidy and clean sink area
- Clear the floor of any activity materials that may have dropped (sweep when necessary)
- Tidy and organize furniture in House Area
- Return all toys, materials, and equipment returned to assigned areas/shelves
- Clean tables using the 3-Step Sanitation Process
- Place children’s personal belongings neatly in cubbies. Items should not be on the floor.

### C. Before Morning Outside Play

- Check to make sure room is neatly in order and clean, including all chairs pushed in and materials returned to where they belong.
- All personal belongings should be stored neatly in cubbies and not on the floor.

### D. Before Lunch

- Clean highchairs and tables using the 3-Step Sanitation Process
- Follow steps outlined in (5.B) “After Activity Time” if Outside Play was held inside

### E. After Lunch

- Be sure each child has a sheet securely attached to their cot
- Clean highchairs and tables using the 3-Step Sanitation Process
- Sweep and mop entire floor inside classroom
- Rinse dustpan to remove food
- Take ALL dishes to the Kitchen located in the infant and toddler room



- **Trash**
  - Throw ALL trash into trashcans
  - Empty ALL trashcans and diaper pails and take to the dumpster
  - Clean trashcans and lids using the 3-Step Sanitation Process inside & out
  - If trashcan is soiled, pour bleach solution from **Spray Bottle #3** & allow to soak, including diaper pails in the infant & toddler classrooms

## **F. During Naptime**

- Clean Sink and counter using the 3-Step Sanitation Process,
- Wipe down walls surrounding sink area
- Clean Step-stool using the 3-Step Sanitation Process
- Sort all toy baskets
  
- **Preschool & School Age**
  - Use 3-Step Sanitation Process to clean the daily item listed on the “Cleaning Checklist” (rotate daily)
  - ALL items must be cleaned at least once each week in preschool & school-age classrooms

-OR-

- **Infant & Toddler**
  - Use 3-Step Sanitation Process use to clean all toys & equipment, including area furniture
  - ALL toys & equipment must be sanitized daily in infant & toddler classrooms

## **G. After Naptime**

- Clean each cot using the 3-Step Sanitation Process & stack neatly
- Neatly fold all blankets & cot sheets and return to children’s cubbies
- Blankets & sheets must be neatly stored in the child’s cubby
  - Must not touch another child’s bedding
  - Must not be stored on the floor

## **H. Snack Time**

- Clean highchairs & tables with the 3-Step Sanitation Process immediately before & after snack
- Return any toys, materials, or equipment to assigned areas/shelves
- Take out trash if over 50% full and wipe down trashcan inside and out

## **I. Before Afternoon Outside Play**

- Check to be sure room is neatly in order and clean, including all chairs pushed in and materials returned to where they belong
- Place children’s personal belongings neatly in cubbies. Items should not be on the floor.

## **J. Closing Your Classroom**

### **Tidy Workspaces**

- Make sure your children collect their personal items from their cubbies at the end of the day
- Return any & all items from other classrooms
- Store all teacher materials and supplies in classroom closet/cabinets
- Return all toys, materials, and equipment to assigned areas/shelves
  - Be sure items are stored according to labels
- Return all furniture to its proper area

### **Clean Floors**

- Make sure floor is free of toys, paper, debris, etc.
- Vacuum carpets and door mats
- Sweep and mop floor

### **Clean & Sanitize**

- Highchairs, tables, counters, and sink cleaned using the 3-Step Sanitation Process
- Empty trash and clean trashcans and lids using the 3-Step Sanitation Process (as needed)
- Wash the inside and outside of the refrigerator
- ALL dishes in the Infant & Toddler rooms should be washed daily
- Dirty dishes should NEVER be left for the next day

### **Final Closing**

- Turn off lights & any electronics
- All windows closed and locked

### **Weekly Classroom Cleaning Tasks**

- Launder cot sheets and crib sheets
- Clean using the 3-Step Sanitation Process cribs and mattresses
- Clean using the 3-Step Sanitation Process all door and cabinet handles and light switches
- Complete rotated monthly cleaning task
- Clean fingerprints and spots from walls in classroom,

## 7. Facility Cleaning

### A. Classroom Maintenance

- Each classroom must establish and maintain a regular cleaning & sanitation regimen
  - There are daily protocols in the infant and toddler classrooms
  - There are weekly protocols in preschool and school-age classrooms
- Lead Teachers are responsible for maintaining a schedule that meets High Hope Academy's cleaning protocols.
  - Assistants and Aides are expected to assist with cleaning in their assigned classrooms throughout the day.
- **Each classroom must post and use the "Cleaning Checklist" for their classroom. see page 27**
- Keep storage rooms and staff break room neat & clean by returning all items to their designated location.
- Hallways and entry area must be mopped daily during Nap Time. More frequently when heavy traffic.

### B. Laundry

- Cot sheets and other cloth items must be laundered regularly according to your buildings schedule.
  - Sheets should be laundered weekly with regular use.
  - Sheets should ALWAYS be laundered between each student
- Wash Rags used for general cleaning should be laundered after each use.
  - Wash Rags are a **ONE TIME USE** cleaning tool
  - Wash Rags can harbor bacteria and should not be saved for additional uses.
- **Laundry must be completed prior to 5:30PM each day.**
- The washer and dryer must be checked by the closing staff to ensure that they are not left running

### C. Scheduled Deep Cleans

- Building wide cleaning is organized and monitored by your Center Director.
- Walls and doors in the hallway and other common areas must be spot washed removing all dirt and adhesive monthly.

## 8. Mid-Day Bathroom Cleaning

The children's bathrooms must be cleaned daily during naptime. A bathroom cleaning schedule for each building is organized by the Center Director.

### The following tasks MUST be completed when cleaning the bathrooms:

1. Pick-up paper items that are on the floor
2. Clean & Sanitize
3. Wipe down walls, door trim, etc., as needed
4. Stock extra gloves, as needed
5. Take out garbage and replace bag
6. Sweep and mop floors

### The following areas and items must be cleaned using the 3-Step Sanitation

#### Process:

- Counters
- Sinks
- Faucets
- Soap dispensers
- Paper towel dispensers
- Potty Seats
- Step stools
- Outside of toilets (including around the base, if needed)
- Doorknobs
- Light switches
- Outlet covers

## 9. Kitchen Cleaning

- 🎓 The following routine **MUST** be posted in the kitchen and followed daily. The “Kitchen Cleanliness Checklist” (pages 26-27) should be copied and filled out for the entire week.
- 🎓 The “Kitchen Cleanliness Checklist” must be posted and filled out EVERYDAY in the kitchen.
- 🎓 **Note:** Your hands **MUST** be washed every time you enter/re-enter the kitchen. You must also change your gloves if you leave and then return to the kitchen.

### Daily Kitchen Tasks

#### Upon Entering the Kitchen

- Wash hands following posted hand washing steps
- Clean the counter using the 3-Step Sanitation Process
- Refill the meal/snack cart paper products – silverware, cups, bowls, etc.

#### Preparing Lunches & GSRP Meals

- Check the temperature of food using a food thermometer
  - Food must be at a temperature of 140°F or above if
  - Food that was prepared earlier must be re-heated to 165°F or above
- Cover heated food with aluminum foil
- Prepare serving bowls/trays
  - Count the number of bowls/trays needed to place directly onto tables in classroom
  - Spoon appropriate portions into each bowl or tray
  - EX: If a classroom has 2 tables for lunch and needs 2 bowls of the food item per table, 4 bowls of that food item should be prepared
- Count out the number of beverages needed based on the number of children and staff in attendance that day
  - Take milk and juice containers to each classroom
  - Use bucket of ice to transport milk on cart -
  - **Milk MUST be labeled with the date and time it was opened prior to leaving the kitchen**
- Wash tables in the classroom using the 3-Step Sanitation Process
- Place plates, silverware, and cups on each washed table
- Place milk and juice on the washed tables
- Place prepared lunch food bowls or trays on center of each washed table
  - Include the appropriate serving utensil for each item
- Begin Afternoon Snack preparation
- Prepare breakfast items for following morning

### **After Lunches are Prepared**

- Make sure all wrappers to silverware, bowls, and cups are securely sealed
- Wipe off stove and burners
- Spot clean inside and outside of refrigerator
- Empty trashcans and take trash to dumpster
- Sweep and mop floor

### **Clean using the 3-Step Sanitation Process:**

- **Dishes**
  - Fill one sink with warm soapy water,
  - Fill one sink with rinse water,
  - Fill dish pan filled with bleach solution between 50 and 100 parts per million of bleach  
(*check with bleach test strip*)
- **Microwave**
  - Clean inside and out of microwave
  - Remove glass tray and wash with dishes in sink
- **Kitchen Surfaces**
  - Food Cart
  - Sinks
  - Counters
  - Cupboards
  - Shelves
  - Trashcans (soak with bleach when heavily soiled)
  - Food thermometer

### **Weekly Kitchen Tasks**

**Monday** – Wash the mat under dish drainer using the 3-Step Sanitation Process

**Tuesday** – Thoroughly wash inside and outside of cupboards

**Wednesday** – Wipe down inside and outside of refrigerator

**Thursday** – Throw out all old (post expiration date) food in refrigerator, freezer, and cupboards

- Everything should be labelled with the date

**Friday** – Wash out silverware and bowl containers on cart using the 3-Step Sanitation Process

### **Bi-Weekly Kitchen Tasks**

- Prepare & finalize grocery order for items needed.
- Orders are approved by Center Director prior to submitting to grocery company.

### **Monthly Kitchen Tasks**

**Week 1** – Wash inside and outside of refrigerator, freezer, & cupboards thoroughly

**Week 2** – Soak all trashcans with bleach and complete clean using the 3-Step Sanitation Process

**Week 3** – Wipe down walls in kitchen, hallway, and office area

**Week 4** – Straighten and organize the closets/cabinets room

### **Closing the Kitchen**

- Ensure that all burners on the stove are off
- Ensure that oven is off
- Ensure any additional appliances are off and unplugged
- All dishes should be cleaned before leaving
- All Trashcans should be emptied and clean before leaving
- All food items should be properly stored
- NO food should be left out upon leaving

*Are you doing your part to keep the center clean?*

*A center's physical appearance and cleanliness can make or break a family's enrollment... increased enrollment = increased income*

## 10. Opening and Closing Procedures

The following is a list of required tasks to be completed during opening and closing the center.

### Opening

- Turn on Lights and Check Facility (sidewalk, playground, classrooms, etc.)
- Check Thermostat
- Indoor temperature must be at least 65°F and no more than 82°F
- Fill Spray Bottles for 3-Step Sanitation Process (Must be made fresh every day\*)
- Fill paper products, utensils, and dispensers in the Kitchen and Bathrooms
- Check menu
- Prepare Breakfast Cart (Clean using the 3-Step Sanitation Process if necessary\*)

### Closing

#### Classroom Closing

- Please refer to “Closing Your Classroom” (p.8)

#### Kitchen Closing

- Please refer to “Closing the Kitchen” (p.13)

#### Playground Closing

- Put away ALL toys on the playground
- Make sure sandbox is completely covered

#### Break Room Closing

- Ensure table is free of food and/or supplies
- Wipe off table and chairs
- Return ALL items to where they belong
- Turn off copy machine

#### Building Closing

- Ensure all bleach bottles have been returned and emptied
- Check all bathrooms & flush toilets, if necessary
- Check Thermostat
  - Turn Air Conditioning off in Summer
  - Turn Heat down to **64°F** in Winter
- Ensure all windows and doors are closed and secure
- Check Facility (sidewalk, playground, classrooms, etc.)
- Turn off all lights
- Lock all doors



## 11. The Do's and Don'ts of Classroom Maintenance

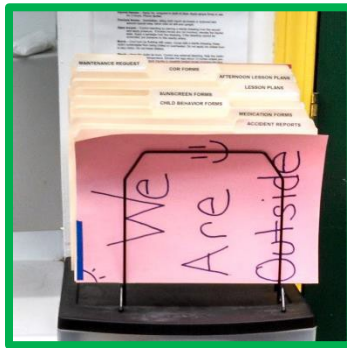


### DO

- Keep class/closet or cupboard organized.

### DO NOT

- Allow class/closets to become cluttered and unorganized.



Example of approved filing system

### DO

- Keep forms & documents organized in file folders
- Filing allows documents to be found easily

### DO NOT

- Crush, crumple, fold papers
- Place papers in the wrong files or outside of files



## DO

- Return & organize EVERYTHING at the close of the day
- All classrooms are expected to be clean and organized and prepped for the next day



## DO NOT

- Materials should not be stored on top of shelves, cabinets, House Area furniture, etc.
  - This looks disorganized and unappealing to enrolled and prospective families.
  - It is a safety hazard as items could fall and injure children.
- Items should be mounted securely or placed on the floor when not in use to reduce hazard of falling onto children



## DO

- Keep shelves neat and organized so children are able to easily locate materials in the classroom.
- Sort containers daily, returning all pieces to the appropriate box or storage container.
- Attach an identifying label to aid in the clean-up process.
- Request storage containers to maintain an organized classroom as needed



## DO NOT

- Store materials in damaged boxes or containers.
- Store **ANYTHING** on top of play items. Things can fall and injure a child





### DO

- Place books with the book covers visible for the children to make their selection.
- Place books throughout the classroom, found in each of the learning areas



### DO NOT

- Allow bookshelf to become unorganized.
- Lay books on their side or where the cover or spine is not visible



### DO

- Reattach and replace signs and labels immediately as needed.
- Use materials that will not leave an adhesive residue (painter's tape, reusable classroom tacky, etc.)



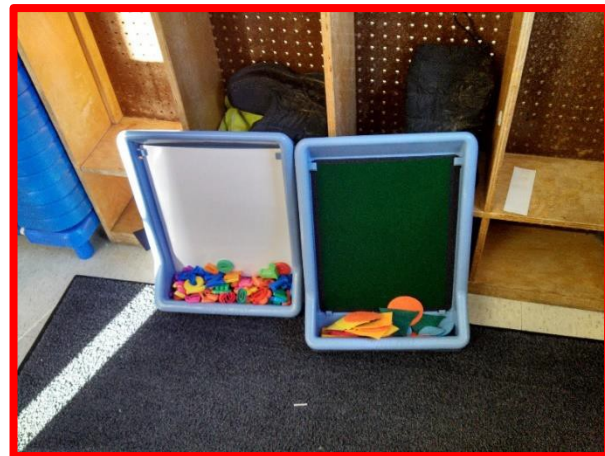
### DO NOT

- Allow signs, labels, or postings to fall off the walls/doors and become lost.
- Use materials that leave adhesive residue (duct tape, glue, etc)



## DO

- Store them in containers to allow easy clean-up of the floors daily.
- Re-assemble neat storage areas during Clean-Up Time.



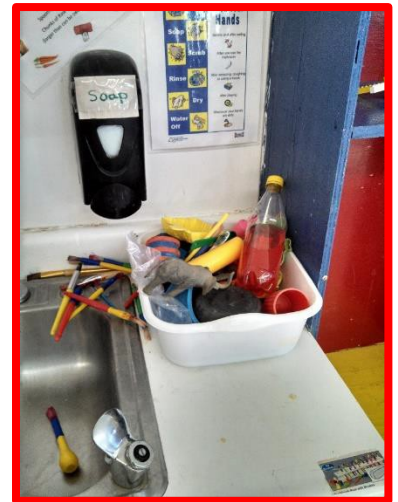
## DO NOT

- Store supplies on the classroom floors.
- Leave games and activity centers unassembled.



## DO

- Make sure sink area & drain are clean, clear of debris and organized at ALL times
- Return art supplies to their appropriate storage container after use
- Store toothbrushes in the toothbrush holder.
  - Safety latches secured on the doors are intended for this use.
- Clean as needed throughout the day using 3-Step Sanitation Process
  - Must be cleaned during Nap Time
  - Must be cleaned at end of day



## DO NOT

- Leave art supplies in the sink area.
- Leave any items blocking the drain (blocking the drain can lead to plumbing issues later)
- Leave storage containers in sink area
- Allow area to become cluttered or disorganized.

### PLEASE NOTE:

First Aid Kits are attached to the attendance clip board to ensure it moves with the children to the playground and then back indoors with the children.





## DO

- ❖ Maintain organized cubbies for the children.
- ❖ Replace labels and wash cubbies monthly.
- ❖ Keep an organized Art Area.
- ❖ Keep shelves organized and labeled.
- ❖ Keep areas neat and tidy.
- ❖ Make sure everything is put back in its place during Clean-Up Time and at the end of the day
- ❖ Use appropriate storage containers for materials (not too big or too small)
- ❖ Store extra supplies in cabinets or closets

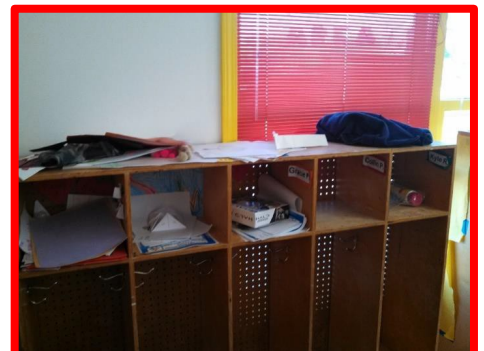






## DO NOT

- ❖ Leave supplies out on the floor or in the wrong areas
- ❖ Store items on top of cubbies.
- ❖ Allow clutter to accumulate in the classroom or center common areas.
- ❖ Allow labels on storage or cubbies to become tattered
- ❖ Allow materials to be stored in an unorganized manner.







## Daily Classroom Cleanliness Checklist

Classroom:					Week of:
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>After Breakfast</b>
					All highchairs and tables cleaned using the 3-Step Sanitation Process (p. 5)
					Return all toys, materials, and equipment to assigned areas/shelves
					Take out trash if over 50% full and wipe down trashcan inside and out
					Place children's personal belongings neatly in cubbies. Items should not be on the floor.
					Floor should be clean & free of papers, toys, cereal, milk, juice, etc. (sweep as needed)
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>After Activity Time</b>
					Clean up ALL paint, glue, etc. cleaned up (DO NOT leave items around/in the sink)
					Tidy and clean sink area
					Clear the floor of any activity materials that may have dropped (sweep when needed)
					Tidy and organize furniture in House Area
					Return all toys, materials, and equipment returned to assigned areas/shelves
					Clean tables using the 3-Step Sanitation Process
					Place children's personal belongings neatly in cubbies. Items should not be on the floor.
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Before Morning Outside Play</b>
					Check to make sure room is neatly in order and clean, including all chairs pushed in and materials returned to where they belong.
					All personal belongings should be stored neatly in cubbies and not on the floor.
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Before Lunch</b>
					Clean highchairs and tables using the 3-Step Sanitation Process
					Follow steps outlined in "After Activity Time" if Outside Play was held inside
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>After Lunch</b>
					Be sure each child has a sheet securely attached to their cot
					Clean highchairs and tables using the 3-Step Sanitation Process
					Sweep and mop entire floor inside classroom
					Rinse dustpan to remove food
					Take ALL dishes to the Kitchen located in the infant and toddler room
					Throw ALL trash into trashcans
					Empty ALL trashcans and diaper pails and take to the dumpster
					Clean trashcans and lids using the 3-Step Sanitation Process inside & out
					If trashcan/diaper pails are soiled, pour bleach solution & allow to soak
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Naptime</b>
					Clean Sink and counter using the 3-Step Sanitation Process,
					Wipe down walls surrounding sink area
					Clean Step-stool using the 3-Step Sanitation Process
					Sort all toy baskets
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Preschool &amp; PreK</b>
					Use 3-Step Sanitation Process to clean the daily item listed on the
					Clean ALL items at least once each week in preschool & school-age classrooms
<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Infant &amp; Toddler</b>
					Use 3-Step Sanitation Process use to clean all toys, equipment, & area furniture
					ALL toys & equipment must be sanitized DAILY in infant & toddler classrooms

M	T	W	Th	F	After Naptime
					Clean each cot using the 3-Step Sanitation Process & stack neatly
					Neatly fold all blankets & cot sheets and return to children's cubbies
					Blankets & sheets must be neatly stored in the child's cubby
<b>NOTE:</b> Blankets & sheets from one child should NOT touch the bedding of another child. NO bedding should be touching or stored on the floor					
M	T	W	Th	F	Snack Time
					Use 3-Step Sanitation Process immediately before & after snack on tables & highchairs
					Return any toys, materials, or equipment to assigned areas/shelves
					Take out trash if over 50% full and wipe down trashcan inside and out
M	T	W	Th	F	Before Afternoon Outside Play
					Check to make sure room is neatly in order and clean, including all chairs pushed in and materials returned to where they belong.
					All personal belongings should be stored neatly in cubbies and not on the floor.
Closing the Classroom					
M	T	W	Th	F	Tidy Workspaces
					Help children collect their personal items from their cubbies at the end of the day
					Return any & all items from other classrooms
					Store all teacher materials and supplies in classroom closet/cabinets
					Return all toys, materials, and equipment to assigned areas/shelves
					Return all toys, materials, and equipment to assigned areas/shelves
M	T	W	Th	F	Clean Floors
					Make sure floor is free of toys, paper, debris, etc.
					Vacuum carpets and door mats
					Sweep and mop floor
M	T	W	Th	F	Clean & Sanitize
					Highchairs, tables, counters, and sink cleaned using the 3-Step Sanitation Process
					Empty trash & clean trashcans and lids using the 3-Step Sanitation Process (as needed)
					Wash the inside and outside of the refrigerator
					ALL dishes in the Infant & Toddler rooms should be washed daily
<b>NOTE:</b> Dirty dishes should NEVER be left for the next day					
M	T	W	Th	F	Final Closing
					Turn off lights & any electronics
					Ensure ALL windows closed and locked
Weekly Classroom Tasks					
	<b>Monday</b>	Clean fingerprints and spots from walls in classroom			
	<b>Tuesday</b>	Clean all doors/cabinets/handles/light switches with 3-Step Sanitation Process			
	<b>Wednesday</b>	Complete rotated monthly cleaning task			
	<b>Thursday</b>	Clean cribs and mattresses using the 3-Step Sanitation Process			
	<b>Friday</b>	Launder cot sheets and crib sheets			
Pg. 2					



## Kitchen Cleanliness Checklist

Week of:					
M	T	W	Th	F	Upon Entering the Kitchen
					Wash hands following posted hand washing steps
					Clean the counter using the 3-Step Sanitation Process
					Refill the meal/snack cart paper products – silverware, cups, bowls, etc.
M	T	W	Th	F	Preparing Lunch
					Check the temperature of food using a food thermometer
<b>-NOTE-</b>					
<ul style="list-style-type: none"> <li>Food must be at a temperature of 140°F or above</li> <li>Food that was prepared earlier must be re-heated to 165°F or above</li> </ul>					
					Cover heated food with aluminum foil
					Prepare serving bowls/trays
					Count out the number of beverages needed based on attendance
					Wash tables in the classroom using the 3-Step Sanitation Process
					Place plates, silverware, and cups on each washed table
					Place milk and juice on the washed tables
					Place prepared lunch food bowls or trays (with utensils) on center of each washed table
					Begin Afternoon Snack preparation
					Prepare breakfast items for following morning
M	T	W	Th	F	After Lunch
					Complete necessary food prep for snack time
					Make sure all wrappers to silverware, bowls, and cups are securely sealed
					Wipe off stove and burners
					Spot clean inside and outside of refrigerator
					Empty trashcans and take trash to dumpster
					Sweep and mop floor
M	T	W	Th	F	Preparing Afternoon Snack
					Wash hands following posted hand washing steps
					Clean the counter using the 3-Step Sanitation Process
					Check the temperature of food using a food thermometer (if necessary)
					Prepare serving bowls/trays
					Count out the number of beverages needed based on attendance
					Wash tables in the classroom using the 3-Step Sanitation Process
					Place plates, silverware, and cups on each washed table
					Place milk and juice on the washed tables
					Place snacks for each student at each washed table
M	T	W	Th	F	Kitchen Clean-Up
					Make sure all wrappers to silverware, bowls, and cups are securely sealed
					Wipe off stove and burners
					Spot clean inside and outside of refrigerator
					Empty trashcans and take trash to dumpster
					Sweep and mop floor

