



Cleaning Checklist

Daily Verification - initial after completing

Program site: _____

Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Before Snack					
After Snack					
Closing Tasks					

Before and After Snack

Clean table with soap & water **and** Disinfect table with Clorox wipe (let sit for 10 minutes before eating)

Closing Tasks

Toys & Art Supplies: Any toys, art supplies or equipment that were used during the day will need to be cleaned and disinfected.

1. Pull toys from shelves. Remove toys from bin if the bin is very full. If bin has space, you can spray in the bin.
2. Spray with **Simple Green** solution and leave out to dry overnight

Laundry Baskets: Clean and disinfect laundry baskets with **Simple Green**

Tables, Chairs, and Other Surfaces: Spray surfaces with **Simple Green** and let dry overnight

Soft Space: Any soft space equipment will need to be sprayed with **Quad Dis**. This includes carpets, camping chairs or other soft space seating items.

Assist with General Program Space Closing Tasks:

- Replenish hand sanitizer station supplies
- Replenish cleaning supplies: soap and water spray bottles, Clorox wipes, disinfectant-Simple Green, alcohol wipes
- Replenish personal protection equipment: Gloves, masks, eye protection
- Vacuum and sanitize area rugs
- Clean and disinfect playground balls and other equipment

Cleaning Products

Food Service: Clean with Soap and Water/Disinfect with Clorox Wipes (10 Minute Contact)

Hard Surfaces: Clean with Soap and Water/Disinfect with Simple Green (10 Minute Contact)

Soft Surfaces: Quad-Dis (10-minute contact)

Electronics: Alcohol Wipes at least 70% alcohol