## Facility Cleanliness Checklist

To ensure a safe and healthy environment, use this checklist throughout the day to stay on top of cleaning, sanitizing and disinfecting.

### Before Each Use
- **Food Prep Surfaces**
  - Cleaned
  - Sanitized
- **Tables & Highchairs**
  - Cleaned
  - Sanitized
- **Mixed Use Tables**
  - Cleaned
  - Sanitized

### After Each Use
- **Food Prep Surfaces**
  - Cleaned
  - Sanitized
- **Eating Utensils & Dishes**
  - Cleaned
  - Sanitized
- **Tables & Highchairs**
  - Cleaned
  - Sanitized
- **Countertops**
  - Cleaned
- **Food Prep Appliances**
  - Cleaned
  - Sanitized

### Daily Checklist

#### EATING AREAS
- **Countertops**
  - Cleaned
  - Sanitized
- **Food Prep Appliances**
  - Cleaned
  - Sanitized

#### GENERAL AREAS
- **Teething Toys**
  - Cleaned
  - Sanitized
- **Pacifiers**
  - Cleaned
  - Sanitized
- **Hats**
  - Cleaned
- **Door & Cabinet Handles**
  - Cleaned
  - Disinfected
- **Floors**
  - Cleaned
  - Disinfected
- **Drinking Fountains**
  - Cleaned
  - Disinfected
- **Light Switches**
  - Cleaned
  - Disinfected

#### TOILET & DIAPER AREAS
- **Changing Tables**
  - Cleaned
  - Disinfected
- **Potty Chairs**
  - Cleaned
  - Disinfected
- **Sinks & Faucets**
  - Cleaned
  - Disinfected
- **Countertops**
  - Cleaned
  - Disinfected
- **Toilets**
  - Cleaned
  - Disinfected
- **Diaper Pails**
  - Cleaned
  - Disinfected
- **Floors**
  - Cleaned
  - Disinfected

---

**When cleaning, sanitizing or disinfecting, ALWAYS follow the directions on the label and do not mix products or chemicals.**

---

**Know the Difference**

**Cleaning:** Removing unwanted contaminants, such as soil, dirt and grease, from a surface, material, or your hands, using soap and water or a proper surface cleaner.

**Sanitizing:** Reducing (but not necessarily eliminating) the number of bacteria on the surface to levels considered safe as determined by public health codes or regulations.

**Disinfecting:** Irreversibly inactivating pathogens (microorganisms that may cause infections and disease) including bacteria, viruses and fungi.

---

**Source:** Centers for Disease Control and Prevention

Adapted from: www.cleaninginstitute.org/sites/default/files/documents/Coronavirus/320601-D.pdf