

DAILY CLASSROOM CLEANING CHECKLIST

CLASSROOM _____

WEEK OF _____

Mark each item with your initials as it is completed daily. Failure to comply with daily cleaning checklist will result in disciplinary action.

AFTER BREAKFAST/BEFORE GREETING TIME STARTS

M T W TH F

- All toys, materials, & equipment returned to assigned areas/shelves
- Children's personal belongings neatly in cubbies (not on floor)
- Floor is free of papers, toys, cereal, milk, juice, etc.
- All highchairs & tables used for breakfast cleaned using the 3 step process
- Trash taken out if more than ½ full; top & outside of wastebasket wiped off

AFTER WORK/CHOICE TIME

M T W TH F

- All paint, glue, etc. cleaned up (paint brushes and cups rinsed, not left in sink)
- All toys, materials, & equipment returned to assigned areas/shelves
- House Area tidy and furniture neatly arranged
- Floor swept if materials were dropped
- Tables cleaned using the 3 step process (if needed)
- Children's personal belongings neatly stored in cubbies (not on floor)
- Sink area tidy & clean
- All shelves neatly organized
- Tables & chairs in proper places

BEFORE OUTSIDE TIME

M T W TH F

- All children's personal belongings in cubbies (not on floor)
- Check to be sure room is neatly in order and clean, including all chairs pushed in & all materials returned to where they belong

BEFORE LUNCH

M T W TH F

- Be sure all children's personal belongings are in cubbies (not on floor)
- Tables & highchairs cleaned using the 3 step process
- If you had inside playtime instead of Outside Time, be sure the room is completely back in order

AFTER LUNCH

M T W TH F

- Be sure each child has a sheet securely attached on their cot
- All trash thrown in wastebasket
- All children's lunchboxes & other belongings in cubbies (not on floor)
- Highchairs, tables & chairs cleaned using the 3 step process
- Entire floor swept & mopped inside classroom
- All wastebaskets & diaper pails emptied & trash taken to dumpster
- Wastebasket & lid cleaned using the 3 step process on top & outside (check inside when changing the bag, if soiled pour bleach solution from bottle & allow to soak), include diaper pail in the infant & toddler classrooms
- Sink & counter cleaned using the 3 step process, wipe down walls surrounding sink
- Spot clean walls in the classroom
- Step-stool cleaned using the 3 step process, place in ZONO weekly
- Dust pan rinsed off to remove food, place in ZONO weekly
- Dishes washed in the infant & toddler classrooms (take to kitchen to be washed)

DURING NAPTIME

M T W TH F

- Sort all toy baskets
- Preschool & School-age - Clean with the 3 step process use ZONO to sanitize the items listed for today on "Cleaning Checklist" (rotate daily, all items must be cleaned at least once each week in preschool & school-age classrooms)

OR

- Infant & Toddler - Clean with the 3 step process use ZONO to sanitize all toys & Equipment (that will fit in the machine) including playhouse & House Area furniture (all toys & equipment must be cleaned daily in infant & toddler classrooms)

AFTER NAPTIME

M T W TH F

- Clean using the 3 step process each cot & stack neatly
- Neatly fold all blankets & cot sheets and return to children's cubbies (Note: blankets & sheets must be neatly stored in the child's cubby not touching another child's or the floor)

BEFORE/AFTER SNACK

M T W TH F

- Clean highchairs & tables with the 3 step process immediately before & after snack
- All toys, materials, equipment returned to assigned areas/shelves

BEFORE RECESS

M T W TH F

- All children's personal belongings in cubbies (not on floor)
- Check to be sure room is neatly in order & clean, including all chairs pushed in & materials returned to where they belong

CLOSING YOUR CLASSROOM

M T W TH F

- Turn off light & CD Player, also ceiling fans at Laurence Ave.
- All children's personal belongings in cubbies (not on floor)
- All toys, materials, equipment returned to assigned areas
- All shelves tidy (be sure items are stored according to labels)
- House Area furniture in proper places
- Floor free of toys, paper, debris, etc.
- All items from other classrooms returned
- All teacher materials & supplies stored in classroom closet/cabinets
- Highchairs, tables, counters & sink cleaned using the 3 step process
- Sweep & mop floor
- Vacuum carpets & door mats
- Empty trash & wash wastebasket & lid as needed
- All windows closed & locked
- In the infant classroom, wash the inside & outside of the microwave
- In the infant classroom, wash the inside & outside of the refrigerator
- In the infant & toddler classrooms, all dishes washed
- Leave door open to hall for parents to come & go

WEEKLY CLEANING TASKS

- ZONO dress-up clothes & stuffed animals
- ZONO wastebasket & lid, step stool & dust pan
- Launder cot sheets & crib sheets
- Clean using the 3 step process cribs & mattresses
- Clean using the 3 step process all door & cabinet handles & light switches
- Clean fingerprints & spots from walls in the classroom
- Complete rotated monthly cleaning task

