

Daycare Cleaning Checklist

Ongoing Tasks

- Keep high chairs, seating, tables, and play areas wiped down
- Wash dishes, clean and disinfect food prep station
- Pick up toys, and organize in bins
- Inspect entrances, doorways, etc for tripping hazards
- Clean and disinfect diaper changing tables after every use
- Empty trash and diaper pails more than half full

Daily Cleaning Tasks

- Inspect and clean toys at the end of the day
- Check nap mats, cot sheets and blankets. Fold, store, launder
- Clean and sanitize food prep surfaces, sinks, and equipment
- Disinfect touching points: light switches, doorknobs, etc.
- Sweep, mop and vacuum
- Scrub toilets and sanitize bathroom surfaces

Weekly Cleaning Tasks

- Clean everything in storage cubbies with disinfecting wipes
- Launder nap mats, cot sheets, blankets and repair any rips or frays
- Clean out refrigerators and check food freshness
- Dust furnishings, light fixtures, ceiling fans, and wipe down walls
- Clean behind toilets and under sinks

Monthly Tasks

- Clean and reorganize storage areas
- Polish window, doors, clean blinds, and freshen drapes
- Dust window sills, door frames, baseboards, etc.
- Inspect doormats for wear and tripping hazards.
- Check drains and plumbing for signs of clogs or leaks.

Outsource Deep Cleaning Jobs

- Deep carpet cleaning
- Air duct cleaning
- Deep tile and grout cleaning.
- Upholstery cleaning