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| **Date** | **Task** | **Cleaning Type** | **Weekly** | **Staff Initials** | **Comments** |
| **Childcare Areas** |
|  | Cloth toys & dress-up clothes | Sanitize | X |  | Sanitized with bleach according to equipment manufacturer’s instructions or washed above 140°F |
|  | Preschool & school aged toys | Sanitize | X\* |  | Site specific cleaning schedule must be developed & followed. |
|  | Upholstered furniture |  | X |  | Clean at least twice each year using carpet shampoo machine or steam cleaner. |
| **Sleeping Areas** |
|  | Cribs, cots, mattresses & mats | Sanitize | X\* |  | Clean & sanitize before use by different child.  |
|  | Laundry – Bedding: Sheets, blankets, sleep sacks, etc. | Sanitize | X |  | Should be done on-site or by a commercial service (i.e. not washed in a private home). Sanitize with bleach according to equipment manufacturer’s instructions or washed above 140°F. |
| **Food Areas** |
|  | Refrigerator/Freezer | Sanitize | X |  | Cleaning & sanitizing refrigerator monthly is OK. Defrost freezer when more than ¼ inch frost develops or temperature exceeds 0°F. |
|  | Laundry: Bibs & burp cloths | Sanitize | X\* |  | Sanitized with bleach according to equipment manufacturer’s instructions or washed above 140°F. |
|  | Pet supplies |  |  |  | See your pet policy. Pregnant women & children should not clean animal cages, empty litter boxes, clean fish tanks, etc. |

**The 3-step Method is 1. WASH 2. RINSE and 3. SANITIZE or DISINFECT**

**Sanitizing** solution is used to reduce germs from surfaces but not totally get rid of them. Sanitizers reduce the germs from surfaces to levels that are considered safe. The sanitizing 3-step method is most often used for food surfaces, kitchen & classrooms.

**Disinfecting** solution is used to destroy or inactivate germs & prevent them from growing. Disinfectants are regulated by the US Environmental Protection Agency (EPA). The disinfecting 3-step method is most often used for bodily fluids & bathroom/diapering areas.