

**Child Care
Health and Safety DAILY Checklist**

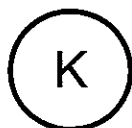
Classroom: _____ **Date:** _____
Completed by: _____

Health and Safety checks to be done at the BEGINNING OF EACH DAY ✓ (check if in compliance)	Mon	Tues	Wed	Thurs	Fri
Program is smoke free.					
All entrances/exits are kept clear of clutter, snow, ice, etc.					
Staff purses and personal items are locked out of reach of children.					
Hands are washed by staff and children upon arrival to classroom.					
Each child has brief health check by classroom teacher (includes parent/caregiver communication).					
Bleach solution is made daily, labeled and inaccessible to children.					
All hygiene supplies are available (soap, paper towels, toilet paper, lined garbage can, warm water).					
Area is generally clean and clutter-free (garbage emptied, floors swept, toys and work space, bathroom clean).					
All chemicals are locked/out of reach of children.					
Air fresheners are not used.					
All electrical outlets are covered.					
Furniture and equipment is in good repair (check for broken toys, accessories, wrinkled/disrepair rugs/carpet).					
Heavy toys/items are stored on lowest shelf.					
Window cords are adjusted to prevent strangulation.					
Children's personal/nap items are kept separated (use of cubbies, bags, or storage containers).					
Tables and chairs are not stacked while children are present.					
Playground and equipment is checked for garbage, standing water and other hazards before use.					
Diapering supplies are gathered and within reach before beginning (including a lined and covered foot operated garbage can).					
Cots/cribs are placed 3 ft apart or have barrier and assigned to a specific child or cleaned and sanitized after each use.					
Approved safety gates are used on stairways, if necessary.					
Screens, in good repair/secure and used in open windows and doors.					
First aid kit is available in each room/appropriately stocked.					
Infant Room (additions)					
All bottles have full name/date and refrigerated immediately.					
Infants always placed on their back to sleep in cribs/pack-n-plays.					
Cribs are free of soft bedding, bumper pads, pillows and stuffed toys.					
Cribs have tight fitting mattress and a secure fitted sheet.					
High chairs are in good repair and cleaned and sanitized before/after use.					
Safety restraints are used on infant seats, swings, strollers and high chairs.					

Weekly Child Care Cleaning Schedule

For the week of: _____

Task	Assigned to:	Date Completed
Clean and sanitize after each use		
Food prep areas and food prep sinks (and before each use)		Ongoing
Tables (and before eating)		Ongoing
Mouthed toys		Ongoing
High chairs (and before eating)		Ongoing
Dishes & utensils		Ongoing
		Ongoing
Clean and disinfect after each use		
Isolation area		Ongoing
Potty chairs		Ongoing
Changing table		Ongoing
		Ongoing
Clean and sanitize daily		
Counters		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Infant and toddler toys		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Drinking fountain		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Doorknobs and cabinet handles		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Clean and disinfect daily		
Toilets		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Sinks		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Floors		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Nap mats & bedding unless labeled for individual use		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Wash and sanitize laundry daily (add bleach if water does not reach 140°F)		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Vacuum and sweep daily		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Clean and sanitize weekly		
Cubbies		
Walls		
Refrigerator		
Older children's toys		
Clean and disinfect weekly		
Trash cans		
Nap mats & bedding if labeled for individual use		
Cribs & bedding		
As needed		
Take out garbage		
Open windows for fresh air		
Wipe up spills & splashes		
Scrub kitchen floor		
Remove burners from range and clean underneath them		
Clean out the food trap in the dishwasher		
Clean the filter from the smoke hood		
Vacuum both sides of your inside door mat		
Dust furniture		
Defrost freezer when there is 1/4" build-up		
Clean oven		
Clean storeroom		
Clean drip pan under refrigerator		
Clean carpets (twice a year)		



Guide for Cleaning, Sanitizing, and Disinfecting

Areas	Before Each Use	After Each Use	Daily (At the End of the Day)	Weekly	Monthly	Comments
Food Areas						
• Food preparation surfaces	Clean, Sanitize	Clean, Sanitize				Use a sanitizer safe for food contact
• Eating utensils & dishes		Clean, Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize
• Tables & highchair trays	Clean, Sanitize	Clean, Sanitize				
• Countertops		Clean	Clean, Sanitize			Use a sanitizer safe for food contact
• Food preparation appliances		Clean	Clean, Sanitize			
• Mixed use tables	Clean, Sanitize					Before serving food
• Refrigerator					Clean	
Child Care Areas						
• Plastic mouthed toys		Clean	Clean, Sanitize			
• Pacifiers		Clean	Clean, Sanitize			Reserve for use by only one child; Use dishwasher or boil for one minute
• Hats			Clean			Clean after each use if head lice present
• Door & cabinet handles			Clean, Disinfect			

• Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
• Machine washable cloth toys				Clean		Launder
• Dress-up clothes				Clean		Launder
• Play activity centers				Clean		
• Drinking Fountains			Clean, Disinfect			
• Computer keyboards		Clean, Sanitize				Use sanitizing wipes, do not use spray
• Phone receivers			Clean			
Toilet & Diapering Areas						
• Changing tables		Clean, Disinfect				Clean with detergent, rinse, disinfect
• Potty chairs		Clean, Disinfect				
• Handwashing sinks & faucets			Clean, Disinfect			
• Countertops			Clean, Disinfect			
• Toilets			Clean, Disinfect			
• Diaper pails			Clean, Disinfect			
• Floors			Clean, Disinfect			Damp mop with a floor cleaner/ disinfectant
Sleeping Areas						
• Bed sheets & pillow cases				Clean		Clean before use by another child
• Cribs, cots, & mats				Clean		Clean before use by another child
• Blankets					Clean	