

Tobin Children's School		Cleaning Checklist	623/2020			
Location	Items	Action	Frequency	Disinfection Plan	Notes:	
Classrooms	Tables/chairs	soap & water * sanitize	after each use	Disinfect when no children in room, at least twice a day	Allow for air dry time	
	Rest mats	soap & water * sanitize	daily	Using only one designated per child, disinfect weekly when children are not in room	Allow for air dry time	
	Materials & Toys	soap & water * sanitize	after each child's use	Use high temp dishwasher for toys after cleaning & sanitizing. If not possible, disinfect using spray and air dry leaving overnight	Allow for air dry time/ any toys that are needed to be cleaned will be placed in a bin to be sanitized and removed from rotation until this takes place	
	Dramatic play furniture	soap & water * sanitize	after each child/group	Disinfect when no children in room, at least twice a day	wait ten minutes prior to use	
	Tablets/walkies/cameras	disinfecting wipe	after each teacher use	disinfecting wipe after each use	Air dry	
	Door knobs/latches	disinfecting wipe	frequently throughout day	disinfecting wipe after each use		
	Trash cans	sanitizing solution	frequently throughout day	disinfect at day's end when children are not in the room		
Bathrooms	toilet	soap & water * disinfect	after each use	Disinfect after each use	wipe with paper towel when air drying time is not available.	
	faucet	soap & water * disinfect	after each use	Disinfect after each use	wipe with paper towel when air drying time is not available.	
	floor	soap & water * disinfect	daily	Using only one designated per child, disinfect weekly when children are not in room, more often if needed	more frequently if urine/feces accidents	
Changing Tables	changing mat	soap & water * sanitize	after each use	Disinfect when no children in room, at least twice a day	wipe with paper towel when air drying time is not available.	
Outside Equipment	High touch area on play structure	clean as needed	after each group	clean as needed *disinfect	Air dry	
	Playground Gate latched	clean as needed	after each group	clean as needed *disinfect		
	Waffle blocks	clean as needed	after each group	clean as needed *disinfect	Air dry	
	Large blue blocks	clean as needed	after each group	clean as needed *disinfect	Air dry	
	Balls, bounce balls	clean as needed	after each use	clean as needed *disinfect	Air dry	
Common Areas	hallway walls, handrails, doors, door knobs, touch keypads	disinfect wipe or disinfecting solution	after each group passes through	disinfect wipe or disinfecting solution	wipe with paper towel when air drying time is not available.	
Staff room	Tables/chairs/computers	disinfecting wipe	after each individual use	disinfecting wipe		
Staff bathroom	Toilet, faucets, door knobs	soap & water * disinfect	after each individual use	Disinfect after each use		
Office space	desk, chair, computer, telephone	disinfecting wipe	daily	disinfecting wipe		