



Cleaning Schedule

Template for Cleaning Guidelines

Use the following template to stay on track with the cleaning requirements found in the Health and Safety Guidelines “Table 5 Required Cleaning Schedule.” For more information on proper cleaning methods, refer to the Health and Safety Guidelines.¹

Child Care Areas						
Type	Item	Required ²	Assigned to Name:	Completed by Name:	Date:	Time:
Sanitize	Toys Any toys that have been “mouthed” or become dirty.	Before and After Each Use				
	Objects Intended for the Mouth Thermometers, pacifiers, teething toys, and similar. Pacifiers may not be shared.					
	Toys Any toys that were used but were NOT mouthed or dirty.	Daily				
Soft surfaces (e.g., carpeted floor, rugs, and drapes) Vacuum carpeted floor and rugs. Disinfect if soft surfaces are contaminated.						
High touch surfaces (e.g., doorknobs, light switches, non-food countertops, handles, desks, phones, keyboards, and toilets) Disinfect at the end of each day.						

¹ Refer to <https://oregonearlylearning.com/COVID-19-Resources>. “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19.” *Cleaning and Building Maintenance*. Published 8/14/2020, updated January 2021.

² At times, it may be necessary to clean, rinse, sanitize, and/or disinfect more frequently.

Toilet and Diapering Areas

Type	Item	Required ²	Completed by			
			Assigned to Name:	Name:	Date:	Time:
Disinfect	Handwashing sinks and faucets	After Each Use				
	Changing tables					
	Potty chairs					
	Diaper trash cans	Daily				
	Bathroom floors At the end of the day					
	Countertops At the end of the day					
	Toilets					

Food Areas

Type	Item	Required ²	Completed by			
			Assigned to Name:	Name:	Date:	Time:
Sanitize	Food preparation surfaces	Before and After Each Use				
	Tables and high chair trays					
	Eating utensils and dishes	After Each Use				
	Countertops					
	Food preparation appliances					
	Mixed use tables	Before serving food				
	Countertops At the end of the day	Daily				
	Food preparation appliances					
	Food preparation sinks					
	Kitchen floors					
Refrigerator	Monthly					

Miscellaneous						
Type	Item	Required ²	Assigned to Name:	Completed by Name:	Date:	Time:
Sanitize	Bed sheets, pillow cases, cribs, cots, mats, and blankets Clean and sanitize bed sheets, pillowcases, cribs, cots, mats, and blankets before use by another child and at least weekly.	Weekly				
See guidelines for laundering requirements	Linens, clothing, and other items that go in the laundry Clean at least weekly and in between use by another child.					
Disinfect	Electronics Consider putting a cleanable cover on electronics, such as tablets, touch screens, keyboards, and remote controls.	Follow manufacturer's instructions				
For Registered Family and Certified Family Programs ONLY						
See guidelines for proper cleaning methods	Spaces must be cleaned between the times when household members utilize the space and the times when a group of children utilize the designated child care space.					
	Items used for child care must be washed separately from items used by family or household members.					

Notes: