



FOR EXAMPLE PURPOSES ONLY

**Memphis Shelby County Schools
Early Childhood Division
Cleaning, Sanitizing and Disinfecting Schedule**



CLASSROOM AREAS	CLEAN	SANITIZE	FREQUENCY	M	TU	W	TH	F
Food Prep Sinks & Counters/Tabletops	X	X	Daily & When Soiled					
Tabletops used for eating	X	X	Before and after food is prepared or served					
Floors	X		Daily					
Carpet/Rugs	X	X	Vacuum daily. When obviously soiled get carpet/rug cleaned!					
Drinking Fountains	X	X	Daily & when soiled or mouthed					
BATHROOMS & DIAPERING AREAS	CLEAN	DISINFECT	FREQUENCY	M	TU	W	TH	F
Handwashing sinks	X	X	Daily & when soiled					
Toothbrush holder	X	X	Weekly and as needed					
Sink Faucets & Handles	X	X	Daily & when soiled					
Surrounding counters	X	X	Daily & when soiled					
Toilet bowl, seat, handle	X	X	Daily & when soiled					
Doorknobs & handles	X	X	Daily & when soiled					
Floors	X	X	Daily & when soiled					
Lids and trashcans	X	X	Daily & when soiled					
Diaper changing table	X	X	Daily & after each use					
Any surface/objects that is contaminated by body fluids	X	X	Immediately					
TOYS & PLAY STRUCTURES	CLEAN	SANITIZE	FREQUENCY	M	TU	W	TH	F
Toys that are mouthed	X	X	Daily & after each use					
Larger Toys	X	X	Weekly & when soiled					
Dress-up clothes	X	X	At least weekly					
Hats	X		After each child's use (or use disposable hats that only one child wears)					
Cubbies	X	X	Between children & weekly					
Cots, Cribs & Linens	X	X	Between children & weekly					
Soft Toys	X	X	Laundered weekly					
Play mats & climbing toys used by infants & toddlers	X	X	Daily & immediately if contaminated by blood, saliva, mucus, vomitus, urine or stool					

Daily Checklist: At the end of each day, staff writes their initials in the corresponding box under M, TU, W, TH and F
Completed by: Teacher or designated staff

