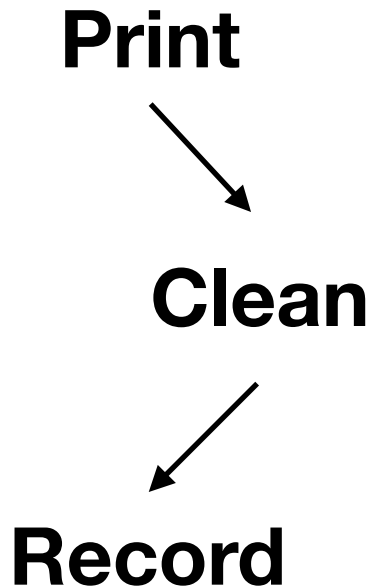


How to use these Checklists

These cleaning checklists are designed to be printed and used in your home daycare. Simply print out each checklist and fill in dates cleaning occurred. On the weekly cleaning list you can indicate which day of the week these should be done one, then you (or your staff) can initial when complete. Or just initial when cleaning is completed for that week. Easy peasy! :)

These are a great way to start and maintain a cleaning schedule as well as a great way to document when your daycare is cleaned. TIP: if you are doing this work when children are not present you should record how long it takes. Time spent working on daycare related things can effect your end of year taxes.



Date: Date **Weekly Cleaning Checklist**

	Monday	Tuesday	Wednesday	Thursday	Friday
Wash & sanitize bedding					X
Wash dress up clothing & pretend play items		X			
Wash soft toys, stuffed animals, etc		X			
Sanitize cars & vehicles			X		
Sanitize blocks and/or Legos			X		
Sanitize manipulative			X		
Clean & sanitize sensory bins & materials				X	
Wipe down & clean art supply areas				X	
Wipe down books & book shelves				X	
Clean & sanitize cubbies				X	
Wipe down walls					X
Wipe down windows & doors					X
Sanitize doorknobs and cabinet handles					X
Disinfect & sanitize cribs					X
Sanitize inside of garbage cans	X	AB			

Handwritten notes on the table:

- Red arrow pointing to Tuesday: "Mark Days of the week for cleaning to occur"
- Red arrow pointing to Wednesday: "Have staff initial when done"
- Blue initials "AB" next to Monday's "X" in the "Sanitize inside of garbage cans" row.

All items above should be cleaned as needed and cleaned/sanitized on day indicated with "X"

Date: _____

Daily Cleaning Checklist

Task	Monday	Tuesday	Wednesday	Thursday	Friday
Sanitize changing table					
Vacuum and/or sweep floors					
Pick up garbage/toys on floor					
Put toys away					
Wipe down tables & countertops					
Wipe down chairs					
Clean art supplies					
Sanitize mouthed toys					
Wash dishes & utensils					
Clean high chairs					
Clean toilet & potty chairs					
Wipe down bathroom counters					
Clean meal prep areas & sinks					
Garbage cans (sanitize outside)					
Clean/sanitize diaper pail					
Wash & replace hand towels					
Take out garbage (as needed)					
Spray toys (end of night)					

All items above should be cleaned as needed and cleaned/sanitized at closing every night.

Weekly Cleaning Checklist

Date: _____

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Wash dress up clothing & pretend play items						
Wash soft toys & stuffed animals						
Clean cars & vehicles						
Clean blocks and/or Legos						
Clean manipulative						
Clean activity centers						
Clean & sanitize sensory bins & materials						
Wipe down & clean art supply areas						
Wipe down books & book shelves						
Clean & sanitize cubbies						
Wipe down walls						
Wipe down windows & doors						
Disinfect doorknobs and cabinet handles						
Wash & sanitize bedding						
Disinfect & clean cribs						
Sanitize inside of garbage cans						

All items above should be cleaned as needed and cleaned/sanitized on day indicated with "X"

Monthly Cleaning Checklist

Year: _____

Task	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Remove & clean pans underneath stove burners												
Clean oven												
Clean the filter from the smoke hood												
Deep clean refrigerator												
Clean out the food trap in the dishwasher												
Vacuum under door mats and rugs												
Clean washing machine												
Dust furniture												
Clean blinds & curtains												
Clean pantry												
Clean microwave (inside & out)												
Clean carpets (quarterly)												
Defrost freezer when there is 1/4" build-up												

All items above should be cleaned as needed and cleaned/sanitized on the _____ of each month.

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Please contact me with any questions. Lisette@WhereImaginationgrows.com

Date: _____

Daily Cleaning Checklist

Task	Monday	Tuesday	Wednesday	Thursday	Friday

All items above should be cleaned as needed and cleaned/sanitized at closing every night.

Weekly Cleaning Checklist

Date: _____

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun

All items above should be cleaned as needed and cleaned/sanitized on day indicated with "X"

Monthly Cleaning Checklist

Year: _____

Task	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

All items above should be cleaned as needed and cleaned/sanitized on the _____ of each month.