

Definitions	
Cleaning	Physically removing all dirt and contamination, often times using soap and water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitizing	Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.
Disinfecting	Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces.
Germs	Microscopic living things (such as bacteria, viruses, parasites, and fungi) that cause disease.

Areas	Before Each Use	After Each Use	Daily (end of day)	Weekly	Monthly	Comments
<b>Food Areas</b>						
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	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					
Refrigerator					Clean	
<b>Toilet &amp; Diapering Areas</b>						
Changing tables		Clean, disinfect				Clean with detergent, rinse, disinfect
Potty Chairs		Clean, disinfect				Use of potty chairs is not recommended, but if used should be cleaned and disinfected after each use.
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
<b>Child Care Areas</b>						
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)
Carpets and Large Area Rugs			Clean		Clean	<b>Daily:</b> Vacuum when children are not present; clean with a carpet cleaning method consistent with local health regulations and only when children will not be present (until the carpet is dry) <b>Monthly:</b> Clean Carpets at least monthly in infant areas and at least every three months in other areas when soiled.
Small Rugs			Clean	Clean		Daily: Shake outdoors or vacuum. Weekly: Launder
Machine washable cloth toys				Clean		Launder
Dress-up clothes				Clean		
Play activity centers				Clean		
Drinking fountains			Clean, disinfect			
Computer keyboards		Clean, sanitize				Use sanitizing wipes, do not use spray
Phone receivers			Clean			
<b>Sleeping Areas</b>						
Bed sheets & pillow cases				Clean		Clean before use by another child
Cribs, cots & mats				Clean		Clean before use by another child
Blankets					Clean	