

# COMMON AREA CLEANING CHECKLIST

<b>MONTH:</b>																						
<b>DAILY:</b>																						
Inspection:																						
Trash Removal:																						
Surfaces:																						
Floor:																						
Rest Areas:																						
Toys and Play Equipment:																						
High-Touch Areas:																						
Supplies Check:																						
<b>WEEKLY:</b>																						
Deep Clean Surfaces:																						
Detailed Floor Cleaning:																						
Windows and Glass:																						
Furniture:																						
Ventilation:																						
<b>MONTHLY:</b>																						
Deep Disinfection:																						
Maintenance Check:																						
Odor Control:																						
Restocking Supplies:																						

## MAINTENANCE NEEDED & OTHER COMMENTS



# COMMON AREA HEALTH AND SAFETY CLEANING

## Daily Cleaning Tasks

### 1. Initial Inspection:

- Check for and remove any visible debris, trash, or hazards.

### 2. Trash Removal:

- Empty all trash bins and replace liners.
- Dispose of any hazardous materials properly.

### 3. Surfaces:

- Clean and disinfect tables, chairs, and countertops.
- Wipe down all frequently touched surfaces such as door handles, light switches, and play equipment.

### 4. Floors:

- Sweep and mop the floors with a disinfectant cleaner.
- Vacuum carpets and rugs.

### 5. Rest Areas:

- Clean and disinfect nap mats, cots, or bedding.
- Ensure that linens are washed and replaced regularly.

### 6. Toys and Play Equipment:

- Clean and disinfect toys and play equipment.
- Remove any broken or unsafe toys.

### 7. High-Touch Areas:

- Disinfect door handles, light switches, and other high-touch surfaces multiple times a day.

### 8. Supplies Check:

- Ensure that all cleaning supplies are stocked and easily accessible.
- Replenish hand sanitizer, soap, and paper towels.

## Weekly Cleaning Tasks

### 1. Deep Clean Surfaces:

- Scrub tables, chairs, and countertops with a non-abrasive cleaner.

### 2. Detailed Floor Cleaning:

- Deep clean carpets and rugs using a carpet cleaner.
- Scrub and polish floors.

### 3. Windows and Glass:

- Clean and polish windows and glass doors.

### 4. Furniture:

- Clean and disinfect all furniture, including shelves and storage units.

### 5. Ventilation:

- Dust and clean air vents and fans.

## Monthly Cleaning Tasks

### 1. Deep Disinfection:

- Perform a deep disinfection of all surfaces, including walls, floors, and furniture.
- Use an approved disinfectant suitable for childcare environments.

### 2. Maintenance Check:

- Inspect for any maintenance issues like loose fixtures or other damages.
- Report and repair any issues promptly.

### 3. Odor Control:

- Use an odor-neutralizing cleaner to maintain a fresh-smelling environment.

### 4. Restocking Supplies:

- Ensure a consistent supply of cleaning products and tools.
- Check expiration dates on cleaning supplies and replace if necessary.



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