



# ROOM HEALTH & CLEANING CHECKLIST

Room: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Cleaning Tasks	Week				
	1	2	3	4	5
<b>Surfaces</b>					
Deep clean and disinfect tables, chairs, countertops, and shelves.					
Wipe down walls and doors to remove fingerprints and smudges.					
<b>Floors</b>					
Vacuum carpets, focusing on edges and corners.					
Mop hard floors with disinfectant.					
Deep clean rugs and carpeted areas.					
<b>Windows and Glass</b>					
Clean and polish windows and doors.					
Wipe down window sills and tracks.					
<b>Furniture</b>					
Clean and disinfect all furniture, including storage units.					
Repair any broken or damaged furniture.					
<b>Toys</b>					
Clean large toys and shelving with a 100ppm bleach solution.					
Clean bucket toys using the 3-step method: 1. Warm, soapy water. 2. Rinse with warm water. 3. Immerse in 100ppm bleach solution for 2 minutes and air dry.					



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Cleaning Tasks Cont.	Week				
	1	2	3	4	5
<b>Light and Ventilation</b>					
Dust and clean light fixtures and ceiling fans.					
Ensure air vents are clean.					
<b>Rest Areas</b>					
Wash and disinfect bedding and linens.					
Ensure nap mats and cots are clean and in good condition.					
<b>Storage</b>					
Organize and clean storage areas.					
Properly store all personal items and belongings.					

Safety Checks	Week				
	1	2	3	4	5
<b>Fire Safety</b>					
Check fire extinguishers and inspect them.					
Test smoke detectors and replace batteries if needed.					
Ensure fire exits and escape routes are clear.					
<b>Electrical Safety</b>					
Inspect outlets and cords for damage.					
Ensure outlets have childproof covers.					
<b>First Aid Kit</b>					
Ensure the first aid kit is fully stocked and items are not expired.					
Replace used or expired items.					



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Safety Checks Cont.	Week				
	1	2	3	4	5
<b>Hazardous Materials</b>					
Store cleaning supplies securely and out of children's reach.					
Label all hazardous materials properly.					
<b>Furniture and Fixtures</b>					
Ensure all furniture and fixtures are stable and secure.					
Repair or replace any broken or wobbly items.					

