

# DAILY CLASSROOM CLEANING CHECKLIST

CLASSROOM \_\_\_\_\_

WEEK OF \_\_\_\_\_

Mark each item with your initials as it is completed daily. Failure to comply with daily cleaning checklist will result in disciplinary action.

## AFTER BREAKFAST/BEFORE GREETING TIME STARTS

M T W TH F

- ☐ ☐ ☐ ☐ ☐ All toys, materials, & equipment returned to assigned areas/shelves
- ☐ ☐ ☐ ☐ ☐ Children's personal belongings neatly in cubbies (not on floor)
- ☐ ☐ ☐ ☐ ☐ Floor is free of papers, toys, cereal, milk, juice, etc.
- ☐ ☐ ☐ ☐ ☐ All highchairs & tables used for breakfast cleaned using the 3 step process
- ☐ ☐ ☐ ☐ ☐ Trash taken out if more than ½ full; top & outside of wastebasket wiped off

## AFTER WORK/CHOICE TIME

M T W TH F

- ☐ ☐ ☐ ☐ ☐ All paint, glue, etc. cleaned up (paint brushes and cups rinsed, not left in sink)
- ☐ ☐ ☐ ☐ ☐ All toys, materials, & equipment returned to assigned areas/shelves
- ☐ ☐ ☐ ☐ ☐ House Area tidy and furniture neatly arranged
- ☐ ☐ ☐ ☐ ☐ Floor swept if materials were dropped
- ☐ ☐ ☐ ☐ ☐ Tables cleaned using the 3 step process (if needed)
- ☐ ☐ ☐ ☐ ☐ Children's personal belongings neatly stored in cubbies (not on floor)
- ☐ ☐ ☐ ☐ ☐ Sink area tidy & clean
- ☐ ☐ ☐ ☐ ☐ All shelves neatly organized
- ☐ ☐ ☐ ☐ ☐ Tables & chairs in proper places

## BEFORE OUTSIDE TIME

M T W TH F

- ☐ ☐ ☐ ☐ ☐ All children's personal belongings in cubbies (not on floor)
- ☐ ☐ ☐ ☐ ☐ Check to be sure room is neatly in order and clean, including all chairs pushed in & all materials returned to where they belong

## BEFORE LUNCH

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Be sure all children's personal belongings are in cubbies (not on floor)
- ☐ ☐ ☐ ☐ ☐ Tables & highchairs cleaned using the 3 step process
- ☐ ☐ ☐ ☐ ☐ If you had inside playtime instead of Outside Time, be sure the room is completely back in order

## AFTER LUNCH

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Be sure each child has a sheet securely attached on their cot
- ☐ ☐ ☐ ☐ ☐ All trash thrown in wastebasket
- ☐ ☐ ☐ ☐ ☐ All children's lunchboxes & other belongings in cubbies (not on floor)
- ☐ ☐ ☐ ☐ ☐ Highchairs, tables & chairs cleaned using the 3 step process
- ☐ ☐ ☐ ☐ ☐ Entire floor swept & mopped inside classroom
- ☐ ☐ ☐ ☐ ☐ All wastebaskets & diaper pails emptied & trash taken to dumpster
- ☐ ☐ ☐ ☐ ☐ Wastebasket & lid cleaned using the 3 step process on top & outside (check inside when changing the bag, if soiled pour bleach solution from bottle & allow to soak), include diaper pail in the infant & toddler classrooms
- ☐ ☐ ☐ ☐ ☐ Sink & counter cleaned using the 3 step process, wipe down walls surrounding sink
- ☐ ☐ ☐ ☐ ☐ Spot clean walls in the classroom
- ☐ ☐ ☐ ☐ ☐ Step-stool cleaned using the 3 step process, place in ZONO weekly
- ☐ ☐ ☐ ☐ ☐ Dust pan rinsed off to remove food, place in ZONO weekly
- ☐ ☐ ☐ ☐ ☐ Dishes washed in the infant & toddler classrooms (take to kitchen to be washed)

## DURING NAPTIME

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Sort all toy baskets
- ☐ ☐ ☐ ☐ ☐ Preschool & School-age - Clean with the 3 step process use ZONO to sanitize the items listed for today on "Cleaning Checklist" (rotate daily, all items must be cleaned at least once each week in preschool & school-age classrooms)

OR

- ☐ ☐ ☐ ☐ ☐ Infant & Toddler - Clean with the 3 step process use ZONO to sanitize all toys & Equipment (that will fit in the machine) including playhouse & House Area furniture (all toys & equipment must be cleaned daily in infant & toddler classrooms)

## AFTER NAPTIME

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Clean using the 3 step process each cot & stack neatly
- ☐ ☐ ☐ ☐ ☐ Neatly fold all blankets & cot sheets and return to children's cubbies  
(Note: blankets & sheets must be neatly stored in the child's cubby not touching another child's or the floor)

## BEFORE/AFTER SNACK

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Clean highchairs & tables with the 3 step process immediately before & after snack
- ☐ ☐ ☐ ☐ ☐ All toys, materials, equipment returned to assigned areas/shelves

## BEFORE RECESS

M T W TH F

- ☐ ☐ ☐ ☐ ☐ All children's personal belongings in cubbies (not on floor)
- ☐ ☐ ☐ ☐ ☐ Check to be sure room is neatly in order & clean, including all chairs pushed in & materials returned to where they belong

## CLOSING YOUR CLASSROOM

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Turn off light & CD Player, also ceiling fans at Laurence Ave.
- ☐ ☐ ☐ ☐ ☐ All children's personal belongings in cubbies (not on floor)
- ☐ ☐ ☐ ☐ ☐ All toys, materials, equipment returned to assigned areas
- ☐ ☐ ☐ ☐ ☐ All shelves tidy (be sure items are stored according to labels)
- ☐ ☐ ☐ ☐ ☐ House Area furniture in proper places
- ☐ ☐ ☐ ☐ ☐ Floor free of toys, paper, debris, etc.
- ☐ ☐ ☐ ☐ ☐ All items from other classrooms returned
- ☐ ☐ ☐ ☐ ☐ All teacher materials & supplies stored in classroom closet/cabinets
- ☐ ☐ ☐ ☐ ☐ Highchairs, tables, counters & sink cleaned using the 3 step process
- ☐ ☐ ☐ ☐ ☐ Sweep & mop floor
- ☐ ☐ ☐ ☐ ☐ Vacuum carpets & door mats
- ☐ ☐ ☐ ☐ ☐ Empty trash & wash wastebasket & lid as needed
- ☐ ☐ ☐ ☐ ☐ All windows closed & locked
- ☐ ☐ ☐ ☐ ☐ In the infant classroom, wash the inside & outside of the microwave
- ☐ ☐ ☐ ☐ ☐ In the infant classroom, wash the inside & outside of the refrigerator
- ☐ ☐ ☐ ☐ ☐ In the infant & toddler classrooms, all dishes washed
- ☐ ☐ ☐ ☐ ☐ Leave door open to hall for parents to come & go

## WEEKLY CLEANING TASKS

- ☐ ZONO dress-up clothes & stuffed animals
- ☐ ZONO wastebasket & lid, step stool & dust pan
- ☐ Launder cot sheets & crib sheets
- ☐ Clean using the 3 step process cribs & mattresses
- ☐ Clean using the 3 step process all door & cabinet handles & light switches
- ☐ Clean fingerprints & spots from walls in the classroom
- ☐ Complete rotated monthly cleaning task

