

General Cleaning Information

Cleaning	Sanitizing	Disinfecting
removes germs and visible debris	lowers the numbers of germs to a safe level	kills germs

Product	Where	Directions
Clorox Hydrogen Peroxide Disinfecting Cleaner Spray	Any porous or nonporous surfaces	Apply directly with microfiber cloth or sprayer to wet surface. Let sit for 1 minute, then wipe clean with microfiber cloth.
Clorox Disinfecting Wipes	Hard, nonporous surfaces	Wipe surface to be disinfected. Use enough wipes for treated surface to remain visibly wet for 10 seconds to sanitize, and 4 minutes to disinfect. Let surface dry.
Vinegar & Water Solution	Laminate floors	Please solely use this on the floors! Mix to use with the spray mop. 5 oz distilled vinegar and 5 oz water.
Hydrogen Peroxide	Toilet bowls & toy soak	For toilet bowls: add ½ cup to the bowl & let soak for 20 minutes before scrubbing. For toy soak: mix 1 part hydrogen peroxide to 1 part water.
Resolve Carpet Cleaner	Rugs & carpets	Use as directed on the bottle

Weekly Cleaning Checklist

Everyday	Sweep classrooms, hallway, art room, & wiggle room
	Vacuum carpet/rugs in classroom, wiggle room, and hallway
	Disinfect all counters, tables, & chairs with either Clorox product.
	Disinfect sinks & toilets in bathroom
	Disinfect high-touch surfaces, such as doorknobs, switches, etc.
	Consolidate trash, then take out to dumpster in parking lot. Replace garbage bags if necessary.
	Place any used microfiber cloths in the laundry bin.

Mondays	Wednesdays	Fridays
<p>Mop the floors using the vinegar & water solution.</p> <p>Place used microfiber mop cloth in the laundry bin.</p>	<p>Disinfect all toilet bowls using ½ cup hydrogen peroxide. Let sit for 20 minutes before using a scrub brush</p>	<p>Clean the toys that were placed in the “Wash Me” bin.</p> <p>Clean off any visible debris.</p> <p>Make a 50/50 solution of Hydrogen Peroxide and water. Place toys in a bowl, then fill the bowl with the 50/50 solution so that the toys are covered. Wait until the liquid stops bubbling, then rinse toys, and let dry.</p>

Monthly Cleaning Checklist

Red & Orange Classroom

Please check off each task as it is completed. If there are things in need of repair or replacement, or if supplies are low, please note that in the comments section below. Thank you for helping keep our families healthy!

Cleaned by:

Date:

- o Remove objects, then sanitize surfaces (tables, chairs, counters, shelves, doorknobs, switches) with Clorox spray and microfiber cloth. Organize items as you return them
- o Sanitize hard toys: Clean off any visible debris. Make a 50/50 solution of Hydrogen Peroxide and water. Place toys in a bowl, then fill the bowl with the 50/50 solution so that the toys are covered. Wait until the liquid stops bubbling, then rinse toys, and let dry
- o Sanitize larger toys with Clorox spray and microfiber cloth.
- o Vacuum rugs, then clean any spots on carpets with carpet cleaning solution
- o Vacuum the floor using the hard floor attachment. Then, mop the floor, including behind all shelves and items against the walls that can be moved
- o Organize & clean bathroom cabinet. Check supplies for toilet paper, paper towels, & soap. Refill, or alert Maintenance Committee if supplies are low.
- o Clean windows with clean microfiber cloth & water; Clean windowsills
- o Wash splatters from walls, cupboards, etc. with microfiber cloth & water
- o Coordinate with the other classroom cleaning helper to organize and spot clean the supply closet. Alert Maintenance Committee of supplies that seem low. Sweep and mop the floor

Items in need of repair (please include the issue):

Low supplies:

Other comments, questions, concerns, or suggestions:

Monthly Cleaning Checklist

Blue + Green Classroom

Please check off each task as it is completed. If there are things in need of repair or replacement, or if supplies are low, please note that in the comments section below. Thank you for helping keep our families healthy!

Cleaned by:

Date:

- o Remove objects, then sanitize surfaces (tables, chairs, counters, shelves, doorknobs, switches) with Clorox spray and microfiber cloth. Organize items as you return them
- o Sanitize hard toys: Clean off any visible debris. Make a 50/50 solution of Hydrogen Peroxide and water. Place toys in a bowl, then fill the bowl with the 50/50 solution so that the toys are covered. Wait until the liquid stops bubbling, then rinse toys, and let dry
- o Sanitize larger toys with Clorox spray and microfiber cloth.
- o Vacuum rugs, then clean any spots on carpets with carpet cleaning solution
- o Vacuum the floor using the hard floor attachment. Then, mop the floor, including behind all shelves and items against the walls that can be moved
- o Organize & clean bathroom cabinet. Check supplies for toilet paper, paper towels, & soap. Refill, or alert Maintenance Committee if supplies are low.
- o Clean windows with clean microfiber cloth & water; Clean windowsills
- o Wash splatters from walls, cupboards, etc. with microfiber cloth & water
- o Coordinate with the other classroom cleaning helper to organize and spot clean the supply closet. Alert Maintenance Committee of supplies that seem low. Sweep and mop the floor

Items in need of repair (please include the issue):

Low supplies:

Other comments, questions, concerns, or suggestions:

Monthly Cleaning Checklist

Art Room & Hallway

Please check off each task as it is completed. If there are things in need of repair or replacement, or if supplies are low, please note that in the comments section below. Thank you for helping keep our families healthy!

Cleaned by:

Date:

- Remove objects, then sanitize surfaces (tables, chairs, counters, shelves, doorknobs, switches) with Clorox spray and microfiber cloth. Organize items as you return them, & dispose of expired snacks.
- Disinfect all surfaces in the hallway, including cubbies, coat hangers, doorknobs, & switches
- Vacuum the floor using the hard floor attachment. Then, mop the floor, including behind all shelves and items against the walls that can be moved
- Organize & clean bathroom cabinet. Check supplies for toilet paper, paper towels, & soap. Refill, or alert Maintenance Committee if supplies are low.
- Clean windows with clean microfiber cloth & water; Clean windowsills
- Clean out fridge & microwave
- Organize pantry supplies (cups, napkins, plates, etc). Alert Maintenance Committee if any supplies are low
- Clean paint smocks with Clorox spray and microfiber cloth
- Wash splatters from walls, cupboards, etc. with microfiber cloth & water

Items in need of repair (please include the issue):

Low supplies:

Other comments, questions, concerns, or suggestions:

Monthly Cleaning Checklist

Wiggle Room

Please check off each task as it is completed. If there are things in need of repair or replacement, or if supplies are low, please note that in the comments section below. Thank you for helping keep our families healthy!

Cleaned by:

Date:

- Remove objects, then sanitize surfaces (tables, chairs, counters, shelves, doorknobs, switches) with Clorox spray and microfiber cloth. Organize items as you return them.
- Sanitize hard toys: Clean off any visible debris. Make a 50/50 solution of Hydrogen Peroxide and water. Place toys in a bowl, then fill the bowl with the 50/50 solution so that the toys are covered. Wait until the liquid stops bubbling, then rinse toys, and let dry
- Sanitize larger toys with Clorox spray and microfiber cloth.
- Vacuum rugs, then clean any spots on carpets with carpet cleaning solution
- Vacuum the floor using the hard floor attachment. Then, mop the floor, including behind all shelves and items against the walls that can be moved
- Organize & clean bathroom cabinet. Check supplies for toilet paper, paper towels, & soap. Refill, or alert Maintenance Committee if supplies are low.
- Clean windows with clean microfiber cloth & water; Clean windowsills
- Wash splatters from walls, cupboards, etc. with microfiber cloth & water
- Bring home dress up clothes to wash. Return them the following school day.
- Empty the vacuum cleaner

Items in need of repair (please include the issue):

Low supplies:

Other comments, questions, concerns, or suggestions: