CLEANING GUIDELINES

You may use these guidelines to determine which surfaces should be cleaned and how frequently they should be cleaned.

- **Clean** means to remove visible soils by using a multipurpose cleaner on the surface being cleaned. Rinse and dry.
- **Sanitize** means using a concentration of chemicals, such as a bleach solution, for a sufficient contact time to *reduce* the bacteria count on food surface areas or toys.
- **Disinfect** means to *eliminate most or all* germs by using a concentration of chemicals, such as a bleach solution, for a sufficient contact time when surfaces are contaminated by blood, vomit, feces, urine and mucus. Wear gloves.

CLASSROOM	CLEAN	SANITIZE	DISINFECT	FREQUENCY
Countertops/tabletops	X	X		When soiled or at least once daily
Tabletops/counters used for food	X	X		Before & after food is served daily
Food preparation area	X	X		Before & after preparing foods.
Floors	X	X		Daily or when soiled.
Carpet	X	X		Daily vacuum. When obviously soiled, use carpet cleaner.
Small rugs	X	X		Daily vacuum. Weekly launder.
Utensils	X	X		After each use.
Door knobs	X	X		Daily & when soiled
Handwashing sinks	X	X	X	Daily & when soiled; multiuse sinks need disinfection between different activities
Faucets and handles	X	X		Daily & when soiled.
Soap dispensers and surrounding counters	X	X		Daily & when soiled.
Toilet bowls, seats, flushing handle, bathroom countertops and soap dispensers	X		X	Daily or immediately if obviously soiled.
Changing table	X		X	After each use and daily.
Potty chairs toilet insert	X		X	After each use. Not allowed in Colorado
Toys	X	X		Daily and if visibly soiled
Toys that are mouthed	X	X		After each use & daily.
Larger toys	X	X		Weekly
Dress-up clothes	X	X		Launder after each use or weekly.
Hats	X	X		Launder after each use or at weekly.
Cubbies, Cribs	X	X		After each use or at least weekly.

Adapted from *Caring for Our Children: National Health and Safety Performance Standards 2nd Edition 2002* Washington, DC: AAP & APHA

Resource: *Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado,* Colorado Department of Public Health and Environment (2005).