

# Staff Cleaning Responsibilities

## DAILY CLEANING RESPONSIBILITIES OF STAFF:

1. Floors “cleaned up” after all art, snack, and lunch times.
2. Tables cleaned with soapy water and sponges AND sanitized with sanitizing spray after all art, snack, and lunch times.
3. Bathroom checked periodically- should be free of paper on floor, toilet flushed, sink clean, etc.
4. Classroom sink and surrounding walls to be cleaned after messy art, snack, or lunch.
5. Infant bottles and other soiled personal items shall be sent home to be cleaned.
6. Toys shall be sprayed with sanitizing solution as needed.

## DAILY RESPONSIBILITIES:

1. Empty all trash and spray with disinfectant. Place all trash in dumpster.
2. Vacuum classroom thoroughly.
3. Empty cups and leave them out to dry.
4. Put all dirty laundry in basket. Hang any wet items over the edge to dry.
5. Spray toys with sanitizing spray.
6. Wipe toilet, handle, base, floor, sink, faucet, and soap dispenser with disinfectant spray.
7. Spray toilet with disinfectant.

## WEEKLY CLEANING RESPONSIBILITIES OF STAFF:

1. Children's naptime equipment shall be washed. Beds should be sprayed with sanitizing solution. Clean sheets and blankets shall be placed on beds.
2. Children's water cups/bottles shall be placed in the dishwasher every week.
3. Booster seats/highchairs should be taken apart and cleaned every Friday.
4. Choose soiled toys to put in laundry bag and wash in washing machine or dishwasher.

## MONTHLY CLEANING RESPONSIBILITIES OF STAFF:

1. Clean out and wipe each cubby, send home all papers and extra clothing that are out of season/too small. Ask the family to bring in updated extra clothing if necessary.
2. Clean large play equipment.

## WEEKLY STAFF LOUNGE / BATHROOM CLEANING RESPONSIBILITIES:

We all work together to keep our space sparkly clean!

1. Clean inside of toilet with toilet brush. Spray and wipe down the toilet.
2. Spray and wipe down the sink. (both bathroom and lounge)
3. Empty trash (both bathroom and lounge)
4. Mop floor