

Daily Health and Safety Checklist

Class name: _____ Week of: _____

Instructions	M	T	W	T	F	Comments
<i>Daily Cleaning & Safety Check</i>						
1. Floors (clean up toys, food, clear pathway, sweep, mop, vacuum)						
2. Disinfect table surfaces and sinks (allow to air dry)						
3. Disinfect Bathroom (Toilet bowl, handles, seats, sink)						
4. Outlets are covered						
5. Sharp objects, cleaning products and medications are out of children's reach and properly stored, storage rooms are locked						
6. Put away or throw away food						
7. Empty trash (don't forget diaper pail if needed)						
8. Check playgrounds for any harmful objects: glass, debris, sharp objects, cracks or defects in equipment, trash, feces, animals, snow/ice on walkway, splinters, rust, tripping hazards, etc...						
9. Toothbrushes are stored properly (not touching each other, allowed to air dry)						
10. Necessary items are in stock: soap, paper towels, toilet paper, tissues, first aid items, bodily fluid cleanup kit, gloves						
11. Clean all toys						
<i>Weekly Cleaning & Safety Check</i>						
1. Wipe out inside of fridge, throw away expired food						
2. Wash cots/sheets/blankets (N/A for PHS)						
3. Put doll clothes, dress up and soiled toys in the washing machine						
4. Wipe down/sanitize cubbies						
<i>Monthly Cleaning & Safety Check</i>						
1. Clean Microwave						
2. Sweep/clean under fridge						

Reminder: Cleaning, sanitizing and disinfecting products should not be used in close proximity to children, and adequate ventilation should be maintained during use. Disinfect immediately if surfaces are contaminated with body fluids: Saliva, mucus, vomit, urine or stool. Wear disposable gloves when doing any cleaning.

Staff Signature: _____

Revised April 2017