

# Cleaning and Sanitizing Guidelines



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From Appendix 5101:2-12-15

Area/Object	Clean	Sanitize	Frequency Requirements	Clean and Sanitizing Detail
Any item soiled with blood or bodily fluid	✓	✓	Immediately	Must use stronger bleach solution*
Blankets/sheets for cots or cribs	✓		Weekly, when soiled and before another child uses	
Carpets	✓		Vacuum daily, clean when soiled	Clean and dry only when children will not be present
Changing table	✓	✓	Clean when visibly soiled and sanitize after each use.	Must use stronger bleach solution*
Cots	✓	✓	Before assigning to a different child, when soiled, and at least every 3 months	Must use stronger bleach solution*
Cribs	✓	✓	Monthly, when soiled and before another child uses.	Must use stronger bleach solution*
Diaper receptacles	✓	✓	Daily or more frequently as needed to eliminate odor	Must use stronger bleach solution*
Dishes/cups/silverware/water containers	✓	✓	Clean after each use. Water containers that are labeled with the child's name can be used all day, but must be cleaned and sanitized before used again on another day	Must use weaker bleach solution**
Dress up clothes and hats (used in dramatic play)	✓		Monthly and when soiled	Hats can harbor eggs from head lice, launder frequently. Use plastic hats instead, no wigs
Floors	✓		Daily and when soiled	
Food prep area, including sink	✓	✓	Before and after preparing food and between preparing raw and cooked food	Must use weaker bleach solution**

Bleach and water solution:

\* Stronger chlorine bleach solution = 1/4 cup bleach + 1 gallon cool water

\*\* Weaker bleach solution = 1 tablespoon bleach + 1 gallon cool water

**PREPARE BLEACH SOLUTIONS DAILY**

Area/Object	Clean	Sanitize	Frequency Requirements	Clean and Sanitizing Detail
Potty chairs	✓	✓	After each use, empty contents into toilet and rinse prior to cleaning and sanitizing	Must use stronger bleach solution*
Tabletops and highchair trays	✓	✓	Clean when visibly soiled. Sanitize before and after food is served	Must use weaker bleach solution.**
Toilet bowls	✓	✓	Clean when visibly soiled sanitize daily	Must use stronger bleach solution*
Toilet seats, handles and hand washing sinks	✓	✓	Clean when visibly soiled sanitize daily	Must use stronger bleach solution*
Toys that go into the mouth	✓	✓	After each child's use	Must use weaker bleach solution**
Toys – other than those going into the mouth	✓		Monthly and when visibly soiled	
Washable furniture (including fabrics on infant equipment and slipcovers)	✓		Weekly and when soiled; upholstered furniture must be steam cleaned if not covered by a washable slipcover.	Slipcovers must be washed at least monthly and when soiled
Wastebaskets, including lids	✓	✓	Empty daily and more frequently as needed. Clean and sanitize when visibly soiled	Must use stronger bleach solution*

Bleach and water solution:

\* Stronger chlorine bleach solution = 1/4 cup bleach + 1 gallon cool water

\*\* Weaker bleach solution = 1 tablespoon bleach + 1 gallon cool water

**PREPARE BLEACH SOLUTIONS DAILY**

## Cleaning

Wash the surface or item with a detergent solution or other appropriate commercial product used for sanitizing the item you are cleaning and rinse the surface or item thoroughly. Questions about products must be directed to the manufacturer. Follow the manufacturer's instructions exactly.

## Sanitizing

Centers must use the following chlorine bleach solutions (household bleach with 5.25% hypochlorite) or a commercial product registered by the United States Environmental Protection Agency (US EPA) as a sanitizer that has directions for use that are appropriate for the surface or item. Questions regarding commercial products must be directed to the manufacturer or the US EPA. Follow manufacturer's instructions exactly when using any product to sanitize.

*All bottles of cleaners and sanitizers must be labeled with the contents and/or recipe.*