



### Routine Schedule for Cleaning, Sanitizing, and Disinfecting

Federal Regulations: 1304.20; 1304.21; 130422; 1304.53; NMAC-ED 7.6.2.9D

**Sanitizing:** Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Food safe Solution = 1/2 teaspoon per 1 gallon of cool water

**Disinfecting:** Destroying or inactivating most germs on any inanimate surface. Solution = 1/4 cup per 1 gallon of cool water

Areas	Before Each Use	After Each Use	Daily (At the End of the Day)	Weekly	Monthly	Comments
Food preparation Surfaces & Countertops	Clean, Sanitize	Clean, Sanitize	Clean & Sanitize daily			Use a sanitizer safe for food contact (solution = 1/2 teaspoon per 1 gallon of cool water)
Serving & Eating utensils & dishes		Clean, Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize
Tables & chair	Clean, Sanitize	Clean, Sanitize	Clean, Sanitize	Clean, Sanitize		
Food preparation appliances		Clean	Clean, Sanitize as needed		Clean, Sanitize	
Plastic mouthed toys		AM & PM use Clean	Clean, Sanitize	Clean, Sanitize Fridays		
Dress up clothing & cloth toys				Clean, sanitize As needed		Launder with HOT water after each use if head lice present

<b>Areas</b>	<b>Before Each Use</b>	<b>After Each Use</b>	<b>Daily (At the End of the Day)</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Comments</b>
Door & cabinet handles			Clean, Disinfect daily and as needed in-between			
Floors & carpets			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles) disinfectant
Play activity centers				Clean		
Drinking Fountains			Clean, Disinfect			
Computer keyboards		Clean, Sanitize AM & PM	Clean, Sanitize AM & PM			Use sanitizing cloth, do not use direct spray
Phone receivers			Clean			
Changing tables		Clean, Disinfect				Clean with detergent, rinse, disinfect
Potty chairs/Diaper pales/trash cans		Clean, Disinfect	Clean, Disinfect	Clean, Disinfect		
Hand washing sinks & faucets			Clean, Disinfect			
Bathroom Countertops			Clean, Disinfect			
Toilets			Clean, Disinfect			
Bed sheets & mats				Clean		Clean before use by another child
Blankets						Parents responsible for taking these home and washing when dirty