

NCS Cleaning Checklist

Week of: _____

Arriving Tasks	M	T	W	R	F
Wipe down tables, counters and handles with bleach solution					
Fill spray bottles with fresh bleach solution (1 TBSP to Gal) and soap and water solution (1 tsp to 1cup)					
Take Temperatures of self and all children upon arrival. Document on sign in sheet.					
Throughout Day Tasks					
All in class wash hands every hour in addition to regular times.					
Put mouthed toys in dirty toys bin					
Closing Tasks					
45 min to 1 hour before close, pick up all mouthed toys					
Clean off counter, put down towel for mouthed toys to dry on					
Wash mouthed toys with soap and hot water, rinse and bleach					
Clean dishes					
Send home dishes that belong to students					
Send home all soiled clothes					
Remove sheets from cots, spray cots with bleach					
Put all toys on the shelves, spray with bleach					
Spray trash cans with bleach/leave up lid to dry					
Spray all climbers and ride ons with bleach					
Take laundry to the washer/ Switch to dryer					
Spray all open surfaces with bleach and wipe down					
Turn of the AC/HEAT Unit					
Friday's:					
Remove all crib sheets, send them home and spray cots with bleach					
Take laundry to the washer/ Switch to dryer					

Comments/Action Needed:

Completed by:

Monday: _____

Date: _____

Tuesday: _____

Date: _____

Wednesday: _____

Date: _____

Thursday: _____

Date: _____

Friday: _____

Date: _____