

Cleaning Schedules for Childcare Facilities

Derived from guidance document:

Management of Infectious Disease in Childcare Facilities and Other Childcare Settings

The tables below outline the cleaning methods and frequencies required for the main areas within a childcare facility that need cleaning. In addition, a sample cleaning schedule is provided that can be modified to suit an individual childcare facility.

These schedules are available in Microsoft Word format so that they can be modified for your own use. See <http://www.hpsc.ie/hpsc/A-Z/LifeStages/Childcare/Resources/>

The following areas within a childcare facility require routine cleaning:

Walls, floors, windows, window-sills, ceilings, light fittings and covers, doors, including handles, toilets, wash hand basins, cupboards, shelving, radiator and radiator covers, refrigerator, food storage facilities, sinks, tables, including underside and legs, work and play surfaces, chairs, plates, cups, cutlery, toys etc.



Sample Cleaning Program

General Environment Cleaning Program		
Area/Item	Method	Frequency/Comments
Tables/ window sills / door and cabinet handles	Clean with neutral detergent, warm water and clean cloth	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
High chairs/dining tables	Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
Washable floor covering	Wash with detergent, warm water and clean utensils Vacuum clean to remove dirt when children are not present.	Daily and immediately if soiled e.g. spillage Vacuum daily
Carpets	Clean with an approved carpet cleaning method Vacuum	Clean carpets only when children will not be present to ensure the carpet is dry before next use Clean carpets at least monthly in infant areas, at least every 3 months in other areas or immediately when soiled Daily

Small rugs	Laundry	Weekly
Walls/ Ceilings	Clean with warm water and general purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers
Waste bins	Empty Clean with neutral detergent and warm water	Daily Weekly and immediately if soiled
Mops and cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried	After daily use After daily use

Toilet Area Cleaning Program

Area/Item	Method	Frequency / Comments
Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Both sides of toilet seat, toilet handles, doorknobs or cubicle handles.	Clean with detergent and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet bowls	Use toilet cleaner as per manufacturers instructions.	At least daily and immediately if soiled.
Potties	Clean with detergent and warm water and if soiled, disinfect with a chlorine-based disinfectant with 1000 ppm available chlorine.	Immediately after each use.

Toy Cleaning Program

Item	Method	Frequency / Comments
Soft toys – if shared.	Machine washed in a hot cycle according to manufacturers instructions.	Daily. If soiled, take out of use immediately.
Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use.
Other hard toys e.g. dolls house, climbing frame.	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly or immediately if soiled.
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)	Machine washed in a hot cycle according to manufacturers instructions.	Weekly or after each use if used by different children. Take out of use immediately when visibly soiled.
Blankets and sleeping bags.	Machine wash to manufacturers instructions	Monthly. Take out of use immediately if soiled and machine wash.
Dress-up clothes	Machine wash to manufacturers instructions	Weekly/Monthly according to usage or more frequently if required.
Cots and cot mattresses	Clean with detergent and warm water, rinse and dry.	Weekly, before use by a different child, and immediately if soiled or wet.

Sample Cleaning Checklist

Cleaning Checklist

Week starting _____

Area /Item to be cleaned	Frequency of Cleaning	Days of the Week							Managers Signature
		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Tables	Daily, after use and prior to food being served	✓ initials	✓ initials	✓ initials	✓ initials	✓ initials			
Window sills	Tw ice Weekly	✓ initials		✓ initials					

See below for a version of the sample checklist that is modifiable in Word.

Cleaning Checklist

Week starting: _____

Area/Item to be cleaned	Frequency of cleaning	Days of the week							Managers signature
		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Tables	Daily, after use and prior to food being served								
Window sills	Twice weekly								