## Portland Jewish Academy Early Childhood Cleaning Procedures Sanitizing and Disinfecting Log

OPENING						
Fill Brita filter						
Prepare classroom environment/materials						
Fill water bottles						
Check in/sign in						
Check for fridge items in lunch bags						
Turn on sanitizer						
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AFTER MEALS (Write time completed or use a check mark)									
Discard all uneaten food									
Sanitize tables/chairs	Time:								
Sanitize lunch boxes inside and out	Time:								
Sanitize food prep counters	Time:								
Sweep floor	Time:								
Fill Brita/waterbottles if empty									

## TOILETING/DIAPERING

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Disinfect toilet or	Time:	Time:	Time:	Time:	Time:	Time:	Time:
changing table after each							
use (Make sure children							
are as far removed from							
area as possible)							
AFTER MEALS (Write time co	mpleted c	or use a chec	k mark)				
Sanitize mouthed toys	Time:	Time:	Time:	Time:	Time:	Time:	Time:
*After each use							
Sanitize pacifiers *After	Time:	Time:	Time:	Time:	Time:	Time:	Time:
each use							
Sanitize hats and helmets	Time:	Time:	Time:	Time:	Time:	Time:	Time:
*After each use							
Dress up clothes *Daily	Time:	Time:	Time:	Time:	Time:	Time:	Time:
wash above 140 degrees							
All toys and materials -	Time:	Time:	Time:	Time:	Time:	Time:	Time:
AM & PM, set in							
safekeeper schedule							
Rotate toys as necessary-	Time:	Time:	Time:	Time:	Time:	Time:	Time:
sanitize after use							
CLOSING							
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Disinfect all cupboard	Time:	Time:	Time:	Time:	Time:	Time:	Time:
handles, phone, knobs,							
handles							
Disinfect garbage cans	Time:	Time:	Time:	Time:	Time:	Time:	Time:
Disinfect diaper can	Time:	Time:	Time:	Time:	Time:	Time:	Time:

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Disinfect diaper table and	Time:						
all handles, etc							
Disinfect sinks, toilets,	Time:						
handles, counters, faucets							
Sanitize tables, chairs	Time:						
Sanitize fridge, freezer,	Time:						
food prep sink and							
counter, kitchen							
equipment							
Wash dress ups and cloth	Time:						
items							
Vacuum fabric based	Time:						
furniture							
Lock doors and windows	Time:						
Sanitize/spray board	Time:						
books							
All toys used were	Time:						
sanitized during the day							
Sanitize water bottles	Time:						
Turn off sanitizer							
Mats disinfected	Time:						
WEEKLY							
Wash all cot sheets,							
bedding, sleep sacks							
Sanitize rest mats							
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Sanitize fridge, handle,				
outside, inside, freezer				