

**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							

**AFTER MEALS** (Write time completed or use a check mark)

Discard all uneaten food							
Sanitize tables/chairs	Time:	Time:	Time:	Time:	Time:	Time:	Time:
Sanitize lunch boxes inside and out	Time:	Time:	Time:	Time:	Time:	Time:	Time:
Sanitize food prep counters	Time:	Time:	Time:	Time:	Time:	Time:	Time:
Sweep floor	Time:	Time:	Time:	Time:	Time:	Time:	Time:
Fill Brita/waterbottles if empty							

**TOILETING/DIAPERING**



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

<b>WEEKLY</b>							
<b>Wash all cot sheets, bedding, sleep sacks</b>							
<b>Sanitize rest mats</b>							

**Sanitize fridge, handle,  
outside, inside, freezer**

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