

Eastford Readiness Council Custodial Classroom Checklist

Readiness Classroom and Bathroom: for the month of: _____

The following are to be **CLEANED AND THEN SANITIZED EVERY DAY THAT SCHOOL IS IN SESSION.**

- Classroom countertops/tables
- Classroom floors: tile – sweep/vacuum; large area rugs – vacuum
(*Wash carpet at least every three months*)
- Soap dispensers (2)
- Towel dispensers (2)
- Phone receivers

The following are to be **CLEANED AND THEN DISINFECTED EVERY DAY THAT SCHOOL IS IN SESSION.**

- Bathroom floor – damp mop with floor cleaner/disinfectant
- Toilet: bowl, seat, handle and surrounding area
- Diaper pail
- All sinks, faucets and surrounding counters (3)
- All doorknobs, cabinet handles, and drinking fountains

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
INITIALS																
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

The following are to be completed **WEEKLY.**

Dust Window Ledges and Corners
Spot Clean as needed (garbage can, cabinet doors, any other area)
Cots Cleaned and Sanitized (stored under the stairs)
Doorway Windows

Week	Week 1	Week 2	Week 3	Week 4
INITIALS				

The following are to be completed **MONTHLY.**

Dust Blinds	Date:	Initials:
Clean Cubbies	Date:	Initials:
Check Playground Wood Fiber	Date:	Initials:
Check CO2 detector	Date:	Initials:
Check Fire Extinguisher	Date:	Initials:

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Emergency Drill	Date:	Initials:
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- **Any surfaces contaminated with body fluids (saliva, mucus, vomit, blood, urine, etc) should be cleaned and sanitized immediately, gloves should be used.**
- **All mops and cleaning rags are to be cleaned AND sanitized after use.**

Standard Precautions Procedure:

As part of maintaining a healthy environment for staff and children, the following precautions will be followed by the Readiness Program and Maintenance Staff. All cleaning, sanitizing, and disinfecting products must conform to the Green Clean Program* and are to be labeled with Manufacturer's Label. The Manufacturer's Safety Data (MSD) will be readily available for reference.

- All surfaces that are exposed to infectious bodily fluids must be made of a disposable material or one that can be sanitized.
- Staff will use disposable gloves when handling situations that expose them to bodily fluids, openings in the skin, and mucus membranes.
- When spill occur, staff clean them up immediately with detergent followed by rinsing with water.
- After cleaning, staff sanitizes nonporous surfaces as described in the cleaning procedure.
- Staff clean carpet by blotting and spot cleaning with a sanitizing detergent and inform custodial staff of the need to shampoo carpet.
- Staff disposes of contaminated materials in a plastic bag that is tied securely and placed in a secured container.
- Staff will use proper hand hygiene following all above situations (refer to hand-washing chart)

Cleaning Procedure (non porous surfaces)

- Remove surface of any loose materials
- Wash with soap and water
- Spray or wash with hydrogen peroxide solution or similar type solution, let air dry

*The Green Clean Program was adopted by the Eastford Board of Education in June 2012