



le petit elephant

infant nursery ★ preschool ★ jrKindergarten

Daily Cleaning Checklist

Opening

- Sanitize all handles into the classroom and windows
- Sanitize bottle warmers and turn on
- Set up beds if necessary
- Open all windows
- Turn on ceiling fans
- Sanitize inside of refrigerators prior to food coming in
- Sanitize all white board markers and erasers
- Place garbage bag liners in all cans

Mid Day

- All chairs
- All tables
- Sweep/Mop floors
- Sanitize toys that were used in the morning
- Curriculum prep
- Sanitize white board markers and erasers

Closing

- Sweep/Mop floors
- Vacuum floors
- Empty all garbages and spray down
- Sanitize all crib sides and rails
- Sanitize all toys from the end of the day
- Sanitize all shelving at the end of the day
- Close all windows
- Turn off ceiling fans