

Appendix A to Rule 5101:2-12-13

Schedule for Cleaning and Sanitizing Items

To **clean**: Wash the surface or item with a detergent solution or other appropriate commercial product used for cleaning purposes. Questions about products must be directed to the manufacturer of the product. Follow the manufacturer's instructions exactly.

To **sanitize**: Centers must use a commercial product registered by the United States Environmental Protection Agency (US EPA) as a sanitizer that has directions for use that are appropriate for the surface or item you are sanitizing. Questions regarding commercial products must be directed to the manufacturer of the product or the US EPA. Follow manufacturer's instructions exactly when using any product to sanitize.

All bottles of cleaners and sanitizers must be labeled with the contents.

| Area/Object | Clean | Sanitize | Frequency Requirements |
|--|-------|----------|--|
| Any item soiled with blood or bodily fluids | X | X | Immediately |
| Blankets/sheets | X | | Weekly, when soiled and before another child uses. |
| Bottles, bottle caps, nipples and other equipment used for bottle feeding | X | X | Clean and sanitize by washing in a dishwasher or by washing, rinsing and boiling them for one minute, before it can be reused. |
| Carpets | X | | Vacuum weekly or when soiled. Clean when soiled. |
| Changing table/pad | X | X | Clean when visibly soiled and sanitize after each use. |
| Reusable Cloths | X | | Wash daily and when visibly soiled. |
| Cots/Pads/Mats | X | X | Before assigning to a different child, when used by a sick child, when soiled, and at least every 3 months. |
| Cribs | X | X | Monthly, when soiled, and before another child uses. |
| Diaper receptacles | X | X | Daily or more frequently as needed to eliminate odor. |
| Dishes/Cups/Silverware/ Water Containers | X | X | Clean after each use. Water containers that are labeled with the child's name can be used all day, but must be cleaned and sanitized before used again on another day. |
| Dividers (must be non-porous material) | X | | Clean when visibly soiled. |

| Area/Object | Clean | Sanitize | Frequency Requirements |
|---|--------------|-----------------|---|
| Dress up clothes and hats (Dramatic Play) | X | | Monthly and when soiled. |
| Floors | X | | Weekly and when soiled. |
| Food prep area, including sink | X | X | Before and after preparing food (including bottle preparation) and between preparing raw or cooked food. |
| Potty chairs | X | X | After each use, empty contents into toilet, rinse with water, clean and sanitize. |
| Tables (food)/High chair trays | X | X | Before and after each use. |
| Tables (play) | X | X | Clean when visibly soiled. Sanitize daily. |
| Toilet bowls | X | X | Clean when visibly soiled. Sanitize weekly. |
| Toilet seats, handles and hand washing sinks | X | X | Clean when visibly soiled. Sanitize daily. |
| Toys that go into the mouth | X | X | After each child's use. |
| Toys – other than those going into mouth | X | | Monthly and when visibly soiled. |
| Washable furniture (including fabrics on infant equipment) | X | | Weekly and when soiled: upholstered furniture must be steam cleaned when soiled, if not covered by a washable slipcover. Slipcovers must be washed at least every six months and when soiled. |
| Wastebaskets/Rinse Buckets including lids | X | X | Empty daily and more frequently as needed. Clean and sanitize when visibly soiled. |