

MONTHLY CLEANING CHECKLIST

JDM Dayhome Agency - Operated by 14423160 Canada Foundation

Educator

Date

Start Time

End Time

OPENING - BEFORE CHILDREN ARRIVE

- | | |
|--|---|
| <input type="checkbox"/> Handwashing sink stocked with soap and single-use towels | <input type="checkbox"/> Washroom, toilets, and sinks clean and ready for use |
| <input type="checkbox"/> Food-prep and eating surfaces cleaned before use | <input type="checkbox"/> High-touch surfaces checked and cleaned as needed |
| <input type="checkbox"/> Approved sanitizer/disinfectant prepared, labelled, and stored safely | <input type="checkbox"/> Outdoor play area checked for hazards, debris, or animal waste |
| <input type="checkbox"/> Refrigerator temperature checked and recorded (if perishable food stored) | |

Completed by / Initials

DURING THE DAY - ACTIVE HOURS

- | | |
|---|---|
| <input type="checkbox"/> Mouthed toys removed, cleaned, and sanitized before reuse | <input type="checkbox"/> Diapering area cleaned and sanitized after each use |
| <input type="checkbox"/> Food-contact surfaces cleaned and sanitized after meals/snacks | <input type="checkbox"/> Body-fluid spills cleaned and disinfected immediately |
| <input type="checkbox"/> Garbage kept covered and emptied as needed | <input type="checkbox"/> Sleep mats/cots wiped after naptime; bedding stored separately per child |

Completed by / Initials

CLOSING - AFTER CHILDREN LEAVE

- | | |
|--|--|
| <input type="checkbox"/> Tables, counters, and high-touch surfaces cleaned and sanitized | <input type="checkbox"/> Washroom and diapering surfaces cleaned and sanitized |
| <input type="checkbox"/> Used toys/equipment cleaned and sanitized as needed | <input type="checkbox"/> High chairs and booster seats cleaned and sanitized |
| <input type="checkbox"/> Floors in child-use areas swept/vacuumed and mopped | <input type="checkbox"/> Cleaning cloths/mops replaced or laundered after use |
| <input type="checkbox"/> Cleaning products stored safely away from children and food | |

Completed by / Initials

CORRECTIVE ACTION / NOTES

Educator Signature

Reviewed By (Agency)

Signature

Date

Signature

Date

MONTHLY DAILY LOG

JDM Dayhome Agency - Operated by 14423160 Canada Foundation

Educator: _____ Month/Year: _____

Day	Date	Opening Initials	During Day Initials	Closing Initials	Notes / Corrective Action
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