

Healthy Environments Best Practices Checklist

Staff Member: _____

Date of Observation: _____

Note: *The term “children” is used throughout this checklist to refer to any individual between the ages of 6 weeks and 12 years of age.

| | Yes | No | Notes |
|--|-----|----|-------|
| Cleaning supplies are stored in a locked location or out of reach of children. | | | |
| Cleaning supplies are stored in clearly marked containers. | | | |
| Approved ratios are used to mix cleaning solutions. | | | |
| Cleaning solutions are replaced or made fresh according to program policy. | | | |

Check beside the item when procedures are followed for maintaining hygienic conditions.

| Item | Procedure | Yes | No | N/A | Notes |
|---|---|-----|----|-----|-------|
| Soiled toys or materials (sneezed on, etc.) | Clean and sanitize after use | | | | |
| Dress-up clothes | Clean weekly | | | | |
| Machine washable cloth toys | Clean weekly | | | | |
| Hats | Clean daily | | | | |
| Mouthed toys | Clean after each use and sanitize daily | | | | |
| Door knobs | Clean and disinfect daily | | | | |

| Item | Procedure | Yes | No | N/A | Notes |
|---|--|-----|----|-----|-------|
| Food preparation surfaces | Clean and sanitize before and after each use | | | | |
| Dishes | Clean and sanitize after each use | | | | |
| Food tables | Clean and sanitize before and after each use | | | | |
| Food trays | Clean and sanitize before and after each use | | | | |
| Kitchen countertops | Clean after each use and sanitize daily | | | | |
| Refrigerator | Clean monthly | | | | |
| Floors | Clean daily | | | | |
| Drinking fountain | Clean and disinfect daily | | | | |
| Phones | Clean daily | | | | |
| Carpets | Vacuum daily | | | | |
| Changing tables (CDC only) | Clean and disinfect after each use | | | | |
| Bathroom sinks | Clean and disinfect daily | | | | |
| Bathroom faucets | Clean and disinfect daily | | | | |
| Bathroom sink that is used for non-toileting routines | Disinfect after toileting use | | | | |
| Restroom countertops | Clean and disinfect daily | | | | |
| | | | | | |

| Item | Procedure | Yes | No | N/A | Notes |
|--|---------------------------|-----|----|-----|-------|
| Diaper pails (CDC only) | Clean and disinfect daily | | | | |
| Restroom floor | Clean and disinfect daily | | | | |
| Sheets and pillows (CDC only) | Clean weekly | | | | |
| Cots (CDC only) | Clean weekly | | | | |
| Blankets that touch children's skin (CDC only) | Clean weekly | | | | |
| Learning centers and interest areas | Clean weekly | | | | |
| Toilets | Clean and disinfect daily | | | | |