



Green Cleaning, Sanitizing, and Disinfecting: *A Checklist for Early Care and Education*



This *Green Cleaning, Sanitizing, and Disinfecting Toolkit for Early Care and Education* was developed by the University of California, San Francisco School of Nursing's Institute for Health & Aging, University of California, Berkeley's Center for Environmental Research and Children's Health, and Informed Green Solutions, with support from the California Department of Pesticide Regulation.



Green Cleaning, Sanitizing, and Disinfecting Checklist

This *Green Cleaning, Sanitizing, and Disinfecting Checklist* (GCC) provides simple, easy-to-use guidelines that will help you to:

- 1 adopt policies in your ECE program that will help you to put into practice effective cleaning, sanitizing and disinfecting
 - ◆ tools
 - ◆ products
 - ◆ proceduresthat are least harmful to human health and the environment.
- 2 use effective cleaning, sanitizing, and disinfecting methods that keep early care and education (ECE) environments clean and safe.
- 3 protect young children and staff from infectious diseases and allergens.

Having all the pieces of an effective green cleaning, sanitizing, and disinfecting program in place can seem like a difficult task. The following checklist is designed to help you see what pieces your program currently has in place and what you need to add as you are able. Answer the questions and then you can identify the priorities that need to be addressed. After you have made the most important changes, move on to the other items on the list.

Definitions: If you do not understand a term or acronym used in the checklist, please refer to the glossary in the back of the *Green Cleaning, Sanitizing, and Disinfection Toolkit Curriculum* booklet.



Have you adopted the following general policies?

- 1. A Center Policy that describes your program’s commitment to Green Cleaning, Sanitizing, and Disinfecting, including the use of third-party (Green Seal, EcoLogo, Design for the Environment) certified products, to protect the health of staff, children, and the environment YES NO N/A

- 2. A Policy for Hiring a Cleaning Service that provides Green Cleaning, Sanitizing, and Disinfecting services YES NO N/A

- 3. A No-spray Integrated Pest Management Policy for managing pests YES NO N/A

- 4. A No Scented Products or Air Fresheners Policy YES NO N/A

- 5. A Personal Hygiene Practices Policy to reduce infectious disease (hand washing, coughing into elbow, etc.) YES NO N/A

- 6. An Up-to-Date Vaccinations Policy for Staff and Children that encourages or requires both children and staff to keep their vaccinations up-to-date. YES NO N/A

Do you have the following written information in place and easily available to staff?

- ◆ How to handle Bloodborne Pathogens/Standard Precautions YES NO N/A

- ◆ Hazard Communication (Right to Know) Program YES NO N/A

- ◆ Integrated Pest Management Program YES NO N/A

- ◆ Infectious Disease Outbreak Control Procedures (High-touch points and high-risk areas and their treatment are identified.) YES NO N/A

- ◆ Have you identified someone on your staff who is the Green Cleaning, Sanitizing, and Disinfecting Coordinator? YES NO N/A

- ◆ Are all your staff trained in your written programs? YES NO N/A

Practices

◆ Do you use a cleaning service? YES NO N/A

◇ Does your cleaning service contract require the use of third-party certified products? YES NO N/A

◇ If the company uses their own products, do you have the safety data sheets (SDS) on site? YES NO N/A

◆ Are all your staff trained in the use of the cleaning, sanitizing, and disinfecting products? YES NO N/A

◆ Are products diluted (when necessary) according to label instructions? YES NO N/A

◆ Are all bottles of cleaning products labeled according to OSHA Hazard Communication or Right to Know regulations? YES NO N/A

◆ Do you have a Spill Kit onsite for cleaning up blood spills? YES NO N/A

◇ Do you have written instructions on cleaning up a blood spill? YES NO N/A

◇ If so, are they posted in an area or in the Spill Kit where all staff can easily find them if a spill occurs? YES NO N/A

◆ Are Safety Data Sheets (SDSs) for all the products used in the ECE program located in the area where products are stored? YES NO N/A

◇ Do staff members know how to find them? YES NO N/A

◆ Is information on vaccinations for staff AND children kept up-to-date? YES NO N/A

◇ Is your staff made aware of adult vaccine recommendations? YES NO N/A

◆ Do you use an EPA registered disinfectant that does not contain bleach? YES NO N/A

◇ Is it on The San Francisco Approved Disinfectants list or Informed Green Solutions Disinfectants/Sanitizers list? (See www.informedgreensolutions.org for a list of these products.) YES NO N/A

◇ Do all staff using disinfectants allow them to remain visibly wet – to “dwell” – on the surface for the recommended length of time? YES NO N/A

Procedures

◆ Do you follow the *Caring for Our Children: National Health and Safety Performance Standards* protocol and schedule for cleaning, sanitizing, and disinfecting? (See Appendix D in the *Green Cleaning, Sanitizing, and Disinfecting Toolkit Curriculum*.) YES NO N/A

◆ Are floors vacuumed daily? YES NO N/A

◆ Are rugs steam cleaned or laundered at least twice a year to remove deeper soil and dust (not dry cleaned using perchloroethylene)? YES NO N/A

◆ Do you strip and recoat floors using third party certified floor care products and equipment? YES NO N/A

◆ Do staff members bring in cleaning products? If so, are they third-party certified products? YES NO N/A

◆ Are custodial closets or cabinets with cleaning chemicals kept closed and locked? YES NO N/A

◆ Are unused and old products disposed of at a Hazardous Waste Disposal Facility instead of being poured down the drain? YES NO N/A

General Equipment

- ◆ Are microfiber mops and cloths in use? YES NO N/A
 - ◇ Are they color coded for different building areas (i.e. red for toilets, green for tables)? YES NO N/A
 - ◇ Do you have a microfiber laundering program? YES NO N/A
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- ◆ Do you have auto-flush valves on toilets and hands-free faucets on sinks? YES NO N/A
 - ◇ Are you planning on installing these? YES NO N/A
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- ◆ Are calibrated pumps (that transfer the correct amount of product) or a dilution station used to dispense product concentrates for dilution rather than pouring from an open container? YES NO N/A
-

- ◆ Do spray bottles used for cleaning, sanitizing, and disinfecting have nozzles that spray in a stream rather than a fine spray to reduce inhaled exposure to chemicals? YES NO N/A
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- ◆ Are there separate spray bottles for cleaning, sanitizing, and disinfecting products that are clearly labeled for their task? YES NO N/A
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- ◆ Are spray bottles labeled according to OSHA requirements? YES NO N/A
-

- ◆ Does staff use personal protective equipment (PPE) when a product requires it? YES NO N/A
-

Floor Care

- ◆ Are microfiber mops in use? YES NO N/A
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- ◆ Are steam mops in use? YES NO N/A
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- ◆ Are mop buckets that separate clean and dirty water or require separate mop heads for each area in use? YES NO N/A
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- ◆ Are high filtration or HEPA filter vacuums in use? YES NO N/A
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- ◆ Are Green Light vacuums (that indicate when the carpet is clean) in use? YES NO N/A
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- ◆ Does the floor care equipment such as a buffer or burnisher have a high-filtration vacuum attachment? YES NO N/A
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- ◆ Are walk-off mats in use inside and outside of entries?
- ◇ Are they multi-level scraper mats? YES NO N/A
 - ◇ Are they as long as possible (15' – 20' recommended where possible?) YES NO N/A
 - ◇ Are they vacuumed daily? YES NO N/A
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Paper Products

- ◆ Are recycled content paper products in use? (Paper towels, toilet paper, tissues etc.) YES NO N/A
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Physical Inspection

- ◆ Do you keep a sanitizing/disinfecting log (see end of checklist for an example log) for each room that documents that high risk/high touch areas have been cleaned, sanitized, or disinfected according to the *Caring for Our Children: National Health and Safety Performance Standards*, Appendix K or your state regulations? YES NO N/A
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- ◆ Is ventilation increased when cleaning is being performed (windows open, air cleaners and ventilation systems operating?) YES NO N/A
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Classrooms – Routine Cleaning

- ◆ Have rooms been vacuumed and mopped? YES NO N/A
- ◆ Has the mop been laundered after each use and dried correctly? YES NO N/A
- ◆ Have rooms been dusted or surfaces wiped clean with a microfiber cloth? YES NO N/A

Bathrooms – Routine Cleaning

- ◆ Are soap dispensers (preferably foaming soap which uses less soap and water) in place? YES NO N/A
- ◆ Do children and staff have visual prompts for hand washing located near the sink? YES NO N/A
- ◆ Have rooms been vacuumed and mopped? YES NO N/A
- ◆ Has the mop been laundered after each use and dried correctly? YES NO N/A
- ◆ Have fixtures (sinks, toilets, showers) been cleaned and disinfected? YES NO N/A

Diaper Changing Area

- ◆ Do diaper pails have foot-operated lids? YES NO N/A
- ◆ Have providers working in the diaper changing station been trained to:
 - ◇ wash their hands after each diaper change, even if they are using gloves? YES NO N/A
 - ◇ apply disinfectant in a stream rather than a spray to a cloth (if state regulations allow, which is then used to wipe the changing table) or directly to the surface YES NO N/A
 - ◇ allow the disinfectant to remain glistening wet on the diaper changing surface for the required *dwel*l time for the product? YES NO N/A

Kitchen

- ◆ Are cleaning supplies stored in a locked drawer or cabinet beyond the reach of children? YES NO N/A
- ◆ If a stove is used to prepare food, is there an over-the-stove ventilation hood that works properly and vents to the outside? YES NO N/A
- ◆ Are food contact surfaces cleaned and sanitized before and after use with an EPA and FDA certified sanitizing product or in a dishwasher with a sanitizing cycle? YES NO N/A

Laundry Room

- ◆ Are the laundry products in use third party certified? YES NO N/A
- ◆ If microfiber is used, is it laundered separately without fabric softener, scented dryer sheets or chlorine bleach? YES NO N/A
- ◆ Are cleaning and laundry supplies stored in a locked drawer or cabinet beyond the reach of children? YES NO N/A
- ◆ Is the door locked when children are present in the facility? YES NO N/A

Custodial Closet or Product Storage Area

- ◆ Is the closet clean and dry? YES NO N/A
- ◆ If cotton or sponge mops are used (not recommended), are they hung to dry and not left in a bucket? YES NO N/A
- ◆ Are safety data sheets kept in this area and easily accessible? YES NO N/A
- ◆ Are chemical products that are no longer used disposed of in a Hazardous Waste Disposal Facility? YES NO N/A

Common High Touch Areas in ECE

- ◆ doorknobs, shared keyboards, faucet handles, drinking fountains, railings, toilet levers, telephones, shared tables and chairs, light switches, toys



Sample Kitchen Cleaning, Sanitizing, and Disinfecting Log

MONTH / DAY / YEAR

LOG CHECKED BY

| Area | Before Use | Daily | Weekly |
|--|--|-------|--------|
| Countertops Food Preparation Surfaces | Clean, then Sanitize. | | |
| Eating Utensils and Dishes | Clean, then Sanitize (or use sanitize cycle in a dishwasher). | | |
| Tables and High Chairs | Clean, then Sanitize (or use sanitize cycle in a dishwasher.) | | |
| Mixed Use Tables | Clean, then Sanitize. | | |
| Floors | Clean | | |
| Refrigerator | | | Clean |

High Touch Areas Identified:

| Performed by | Time/Initials | Products Recommended | Products Used |
|--------------|---------------|--|---------------|
| | | Third-party certified cleaning product and microfiber cloths, color coded for kitchen use. Sanitizer safe for food-contact that is EPA registered and does not have a signal word such as DANGER on the label. | |
| | | Third-party certified cleaning product Sanitizer safe for food-contact that is EPA registered and does not have a signal word such as DANGER on the label. | |
| | | Third-party certified cleaning product. Sanitizer safe for food-contact that is EPA registered and does not have a signal word such as DANGER on the label. | |
| | | Third-party certified cleaning product. Sanitizer safe for food contact that is EPA registered and does not have a signal word such as DANGER on the label (prior to serving food). | |
| | | Third-party certified cleaning product with microfiber mop. Disinfectant if required by state regulation. | |
| | | Third-party certified cleaning product. | |



The creators of the Green Cleaning Toolkit include health care providers, childcare professionals, and public health professionals.

