

Daily/Weekly/Monthly KWM Housekeeping Responsibilities

As you know, our center has a cleaning team to do our floors and bathrooms, however, we all have some routine responsibilities in keeping the center clean in our areas. Since there are certain requirements that go with managing an environment for kids, I listed the following items so you all would have a guide. I know that this isn't new for some of you since you have been taking care of these areas very well already. If there are any questions or concerns, please do not hesitate to see me. We are good at problem solving, because we are teachers! ☺ *Thanks, Susan*

The following excerpt is what our nightly cleaning crew received as a part of their job description so they would know what we do in the rooms...

Our teachers do the following on a daily or weekly basis...

Sanitize diaper station and take out trash mid-day

Clean and disinfect tabletops and other surfaces

Sweep

Clean sinks in food prep areas

Disinfect sleeping cots

Wipe out cubbies

Clean and defrost (as needed) class refrigerators

Sanitize toys

To clarify, the tables need to be disinfected after *each snack* and after lunch. Everyone needs to help out with this. It is not just one person's responsibility, unless this is the *agreement* in your room to divvy up the tasks. Cots and toys need sanitizing at least monthly and as needed (toys even more in the twos). Spray bottles with bleach water (1 to 10), work well for this, or dunking and air drying in the kitchen.

Floors must be swept after lunch (at rest time) and also at the end of the day *if* there has been a messy afternoon activity. Our cleaning ladies have a lot to do when they get here. We can help them by having our areas ready to go! If there is a sticky mess on the floor, it needs to be spot cleaned or mopped.

The sinks and microwaves in our classroom food prep areas *must* be cleaned weekly or as needed. If food explodes in the microwave, please do not leave it to someone else to wipe it out. If you can't get to it right away, this can easily be taken care of when the children are at rest.

Clipboards or other items may not be left on the diaper changing station in the two's room or in the children's bathrooms. This area is only to be used for the designated purpose. Diaper changing guidelines must be followed to protect the children and staff from contamination.

Remember our OSHA guidelines. If there are accidents that expose the children and/or staff to bodily fluids, we must take measures to clean up safely and appropriately. Tell me if carpeting has been soiled so that we can have the areas disinfected more thoroughly by our cleaning team, keeping children off these areas until they have been sanitized (please do not place children who you may expect to have nap time accidents on cots that are over areas where there are rugs). Call on me or another teacher if you need help with this.