

Appendix A to Rule 5101:2-14-13

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 for the item you are cleaning and rinse the surface or item. Questions about products must be directed to the manufacturer of the product. Follow the manufacturer's instructions exactly.

To **sanitize**: providers must use the following chlorine bleach solutions (household bleach with 5.25% hypochlorite) or 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 instruction exactly when using any product to sanitize.

Daily bleach and water solution:

Stronger chlorine bleach solution = ¼ cup bleach = 1 gallon cool water

Weaker bleach solution = 1 Tablespoon bleach = 1 gallon cool water

PREPARE BLEACH SOLUTIONS DAILY

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

Area/Object	Clean	Sanitize	Frequency Requirements	Clean and Sanitizing Details
Any item soiled with blood or bodily fluids	X	X	Immediately	Must use stronger bleach solution.
Blankets/sheets for cots or cribs	X		Weekly, when soiled and before another child uses.	
Carpets	X	X	Vacuum weekly or when soiled. Clean when soiled.	Clean and dry only when children will not be present.
Changing table	X	X	Clean when visibly soiled and sanitize after each use.	Must use stronger bleach solution.
Cots/Pads/Mats	X	X	Before assigning to a different child, when soiled, and at least every 3 months.	Must use stronger bleach solution.
Cribs	X	X	Monthly, when soiled and before another child uses.	Must use stronger bleach solution.
Diaper receptacles	X	X	Daily or more frequently as needed to eliminate	Must use stronger bleach solution.

Area/Object	Clean	Sanitize	Frequency Requirements	Clean and Sanitizing Details
			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.	Must use the weaker bleach solution.
Dress up clothes and hats (Dramatic Play)	X		Monthly and when soiled.	Hats can harbor eggs from head lice, launder frequently. Use plastic hats and it is recommended to not use wigs.
Floors	X		Weekly and when soiled.	
Food prep area, including sink	X	X	Before and after preparing food and between preparing raw or cooked food.	Must use the weaker bleach solution.
Potty chairs	X	X	After each use, empty contents into toilet, rinse with water, clean and sanitize.	Must use stronger bleach solution.
Toilet bowls	X	X	Clean when visibly soiled. Sanitize weekly.	Must use stronger bleach solution.
Toilet seats, handles and hand washing sinks	X	X	Clean when visibly soiled. Sanitize daily.	Must use stronger bleach solution.
Toys that go into the mouth	X	X	After each child's use.	Must use weaker bleach solution.
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, including lids	X	X	Empty daily and more frequently as needed. Clean and sanitize when visibly soiled.	Must use stronger bleach solution.

