



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

SECOND EDITION



The original *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. This Second Edition was created by the Western States Pediatric Environmental Health Specialty Unit and funded by the Agency for Toxic Substances and Disease Registry.



# 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*.



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**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, UL ECOLOGO<sup>®</sup>, Design for the Environment, Safer Choice) certified products, to protect the health of staff, children, and the environment  YES  NO  N/A

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

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

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

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5. A Personal Hygiene Practices Policy to reduce infectious disease (hand washing, coughing into elbow as well as other practices as recommended by the CDC during disease outbreaks like COVID-19, such as masks.)  YES  NO  N/A

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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

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

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  - ◆ Integrated Pest Management Program  YES  NO  N/A

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  - ◆ Infectious Disease Outbreak Control Procedures (High-touch points and high-risk areas and their treatment are identified with additional procedures implemented when recommended by the CDC for specific disease outbreaks like COVID-19.)  YES  NO  N/A

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

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  - ◆ Are all your staff trained in your written programs?  YES  NO  N/A
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**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 [Design for the Environment Safer Disinfectants Program](#) certified disinfectant that does not contain bleach?  YES  NO  N/A

◇ Is it on The [San Francisco Approved Disinfectants list](#) or the [Toxics Use Reduction Institute's list of safer disinfectants](#)?  YES  NO  N/A

◇ Do all staff using disinfectants allow them to remain visibly wet – to “dwell” – on the surface for the recommended contact 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* or your state licensing guidelines if they are different.)  YES  NO  N/A
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- ◆ Are floors vacuumed daily?  YES  NO  N/A
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- ◆ 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
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- ◆ Do you strip and recoat floors using third party certified floor care products and equipment?  YES  NO  N/A
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- ◆ Do staff members bring in cleaning products? If so, are they third-party certified products?  YES  NO  N/A
- 
- ◆ Are children excluded from using cleaners, sanitizers and disinfectants?  YES  NO  N/A
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- ◆ Are custodial closets or cabinets with cleaning chemicals kept closed and locked?  YES  NO  N/A
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- ◆ Are hand sanitizers stored in a locked cabinet and as flammable liquids?  YES  NO  N/A
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- ◆ Are unused and old products disposed of at a Hazardous Waste Disposal Facility instead of being poured down the drain?  YES  NO  N/A
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**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
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- ◆ 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
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- ◆ Does staff use personal protective equipment (PPE) when a product requires it?  YES  NO  N/A
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- ◆ Are staff trained in the safe use of chemicals and provided with any required PPE for their use??  YES  NO  N/A
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**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 or when there is an outbreak of infectious disease? (windows open, air cleaners and HEPA-filtered ventilation systems operating)  YES  NO  N/A
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- ◆ Does the HVAC system have a MERV 13 or greater filter (if the system can handle it)? Can the system be run on fan-only mode?  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
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**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
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**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 and label directions 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 contact time for the product?  YES  NO  N/A
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**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? Is it always turned on when cooking??  YES  NO  N/A
  - ◆ Are food contact surfaces cleaned and sanitized before and after use with an EPA-certified sanitizing product labeled for food contact surfaces or in a dishwasher with a sanitizing cycle?  YES  NO  N/A
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**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
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**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
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**Common High Touch Areas in ECE**

- ◆ doorknobs, shared keyboards, faucet handles, drinking fountains, railings, toilet levers, telephones, shared tables and chairs, light switches, toys
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# Sample Kitchen Cleaning, Sanitizing, and Disinfecting Log

MONTH / DAY / YEAR

LOG CHECKED BY

High Touch Areas Identified:

Area	Before Use	Daily	Weekly	Performed by	Time/Initials	Products Recommended	Products Used
Countertops Food Preparation Surfaces	Clean, then Sanitize.					Third-party certified cleaning product and microfiber cloths, color coded for kitchen use. Design for the Environment certified sanitizer safe for food contact that is EPA registered and does not have a signal word such as DANGER on the label.	
Eating Utensils and Dishes	Clean, then Sanitize (or use sanitize cycle in a dishwasher).					Third-party certified cleaning product Design for the Environment certified sanitizer safe for food-contact that is EPA registered and does not have a signal word such as DANGER on the label.	
Tables and High Chairs	Clean, then Sanitize (or use sanitize cycle in a dishwasher.)					Third-party certified cleaning product. Design for the Environment certified sanitizer safe for food-contact that is EPA registered and does not have a signal word such as DANGER on the label.	
Mixed Use Tables	Clean, then Sanitize.					Third-party certified cleaning product. Design for the Environment certified 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).	
Floors	Clean					Third-party certified cleaning product with microfiber mop. Design for the Environment certified disinfectant if required by state regulation.	
Refrigerator			Clean			Third-party certified cleaning product.	

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

