

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*.



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®, Design for the Environment, Safer Choice) certified products, to protect the health of staff, children, and the environment | ☐ YES ☐ NO ☐ N/A |
| <hr/> | |
| 2. A Policy for Hiring a Cleaning Service that provides Green Cleaning, Sanitizing, and Disinfecting services | ☐ YES ☐ NO ☐ N/A |
| <hr/> | |
| 3. A No-spray Integrated Pest Management Policy for managing pests | ☐ YES ☐ NO ☐ N/A |
| <hr/> | |
| 4. A No Scented Products or Air Fresheners Policy | ☐ YES ☐ NO ☐ N/A |
| <hr/> | |
| 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 |
| <hr/> | |
| 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?

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|--|---|
| ◆ How to handle Bloodborne Pathogens/Standard Precautions | ☐ YES ☐ NO ☐ N/A |
| <hr/> | |
| ◆ Hazard Communication (Right to Know) Program | ☐ YES ☐ NO ☐ N/A |
| <hr/> | |
| ◆ Integrated Pest Management Program | ☐ YES ☐ NO ☐ N/A |
| <hr/> | |
| ◆ 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 |
| <hr/> | |
| ◆ Have you identified someone on your staff who is the Green Cleaning, Sanitizing, and Disinfecting Coordinator? | ☐ YES ☐ NO ☐ N/A |
| <hr/> | |
| ◆ 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 <i>Caring for Our Children: National Health and Safety Performance Standards</i> protocol and schedule for cleaning, sanitizing, and disinfecting? (See Appendix D in the <i>Green Cleaning, Sanitizing, and Disinfecting Toolkit Curriculum</i> or your state licensing guidelines if they are different.)	☐ 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 children excluded from using cleaners, sanitizers and disinfectants?	☐ YES	☐ NO	☐ N/A
◆ Are custodial closets or cabinets with cleaning chemicals kept closed and locked?	☐ YES	☐ NO	☐ N/A
◆ Are hand sanitizers stored in a locked cabinet and as flammable liquids?	☐ 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

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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

◆ Are steam mops in use? ☐ YES ☐ NO ☐ N/A

◆ Are mop buckets that separate clean and dirty water or require separate mop heads for each area in use? ☐ YES ☐ NO ☐ N/A

◆ Are high filtration or HEPA filter vacuums in use? ☐ YES ☐ NO ☐ N/A

◆ Are Green Light vacuums (that indicate when the carpet is clean) in use? ☐ YES ☐ NO ☐ N/A

◆ Does the floor care equipment such as a buffer or burnisher have a high-filtration vacuum attachment? ☐ YES ☐ NO ☐ N/A

◆ Are walk-off mats in use inside and outside of entries? ☐ YES ☐ NO ☐ N/A

◇ 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

Paper Products

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

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

◆ 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

◆ 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

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.

