



Kentucky Head Start Association
Cleaning and Classroom Environment Checklist
 Head Start / Early Head Start

Date: _____ Program Name: _____ Staff Name(s): _____

	Frequency	Type	Who	Mon Date:	Tues Date:	Wed Date:	Thurs Date:	Fri Date:	1 st Month Date:
1) Check/Clean Classrooms: Checklists must be completed before the start of each day. For items that are not complete, please write comments below in the plan of action.				Initial	Initial	Initial	Initial	Initial	Initial
Before start of day									
a. Staff temperatures are taken *	Daily		Center Sup.						
b. All windows (possible) are opened *	Daily		Teacher						
c. Visual space in classrooms marked for 6 ft separate play areas *	Daily		Teacher						
d. Disinfectant solutions are prepared and placed: in classrooms, bathroom, diapering area and on playground *	Daily		Teacher/ Floater						
e. Temperature login station is set-up *	Daily		FSA						
f. Daily health check station is set-up *	Daily		FSA/Floater						
g. Sign-in stations are placed outside of classroom doors *	Daily		Teacher						
h. Hand sanitizer is full at entryway *	Daily		Floater						
i. Bathrooms/sinks stocked toilet paper, with hand soap and paper towels. *	Daily		Teacher						
j. Restroom area is clean (check walls, toilet, sink, fixtures, and floors)	Daily	Disinfect	Teacher/ Continental						



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k. All door chimes are operational and exits are cleared	Daily		Teacher						
l. Trash cans are clean and covered	Daily		Teacher/ Continental						
m. Non-emergency medications are locked up and cleaning solutions and inaccessible to children	Daily		Teacher						
n. Electrical outlets are covered	Daily		Teacher						
o. Classroom lights are operating	Daily		Teacher						
p. Classroom is clean and ready for use	Daily		Teacher						
q. Drinking water and cups are available for children	Daily		Teacher						
r. Diapering area is clean and stocked with disinfectant, diapers, wipes, and liners (not using during COVID)*	Daily/ Every use	Disinfect	Teacher						
s. Chairs and tables are wiped down	Daily	Clean & Sanitize	Teacher/ Continental						
t. Carpets are vacuumed	Daily	Vacuum	Continental						
u. Trash containers are emptied, cleaned and disposed in appropriate area	Daily	Clean	Continental						
v. Desks, tables, cabinets are dusted and wiped	Daily	Clean	Continental						
w. All tiled floors have been dust mopped and damp mopped	Daily	Clean	Continental						
Mid-day									
x. Restroom area is clean (check walls, toilet, sink, fixtures, and floors) - disinfect after EACH use *	Mid-day	Disinfect	Teacher/ Floater						



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y. Diaper changing areas wiped down after EACH use*	All-day	Disinfect	Teacher/ Floater						
z. Tables are wiped down*	Mid-day	Sanitize	Teacher/ Floater						
aa. Door knobs, faucets, and handles*	Mid-day	Disinfect	Floater						
At end of day									
bb. Remove and sanitize mouthed toys	Daily	Sanitize	Floater						
cc. Blocks, books and toys	Daily	Sanitize	Floater						
dd. Countertops and tables	Daily	Sanitize	Teacher						
ee. Door knobs, faucets, and handles*	Daily	Disinfect	Teacher						
ff. Diaper changing areas wiped down	Daily	Disinfect	Teacher						
gg. iPads and check in area*	Daily	Disinfect	Teacher						
hh. Bedsheets and pillow cases*	Daily*	Clean	Floater						
ii. Sleeping cots *	Daily*	Sanitize	Floater						
jj. Restroom area is clean (check walls, toilet, sink, fixtures, and floors)	Daily	Disinfect	Continental						
Weekly & Monthly Items									
kk. Toothbrush holders (not using during COVID)	Weekly	Sanitize	Teacher	N/A	N/A	N/A	N/A	N/A	N/A
ll. Sleeping cots *	Daily*	Sanitize	Floater						
mm. Water Pitcher	Weekly	Clean & Sanitize	Floater						
nn. Window sills and surfaces are dusted	Weekly	Clean	Continental						



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oo. All kick plates are checked and cleaned	Weekly	Clean	Continental						
pp. Cobwebs are removed	Weekly	Clean	Continental						
qq. Cabinets, lights, fixtures, and shelves are cleaned	Monthly	Clean	Continental						
rr. All door jams are cleaned	Monthly	Clean	Continental						
ss. Window blinds are lightly dusted	Monthly	Clean	Continental						
tt. First Aid kits are checked and supplies are refilled	Monthly		Teacher						
uu. Check smoke and carbon monoxide detectors	Monthly		Teacher						
vv. Replace toothbrushes for each child Next replacement Date: N/A	Quarterly		Teacher	N/A	N/A	N/A	N/A	N/A	N/A
ww. All air vents are cleaned	Quarterly	Clean	Continental						



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Plan of Action

Item	Date Recorded	Comments: Document all corrective actions taken for "No" notations above.

Comments or action taken on above review items: