



**Cleaning Checklist**  
National Regulations 77, 103 & 168

Week Ending \_\_\_\_/\_\_\_\_/\_\_\_\_

Educator: \_\_\_\_\_

Area/Equipment	M	T	W	TH	F	SA	SU
<b>Indoor Play Area</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>	<b>TIME</b>
Check all equipment for any breakages							
Wipe down & sanitise all surfaces							
Sweep & mop floors							
Vacuum carpet & mats							
Empty & clean rubbish bin							
Clean & sanitise all 'mouth' toys							
Wipe down & clean toys & equipment							
Tidy & maintain sign in & out entry area							

**Outside Play Area**

Check all equipment for any breakages							
Check all equipment for any pests							
Wipe down & sanitise toys & equipment							
Clean up any animal waste							
Rake sandpit (cover when not in use)							
Empty & clean rubbish bin							

**Bathroom/Toilet/Nappy Change Area's**

Restock paper towel, hand soap, etc...							
Wipe down and sanitise all surfaces							
Clean & sanitise toilet after each use							
Clean & sanitise nappy change after each use							
Clean & sanitise hand washing sink							
Sweep & mop floors							
Empty & clean rubbish & nappy bins							

**Kitchen Area**

Wipe down & clean refrigerator & freezer							
Wipe down & sanitise all bench surfaces							
Wash & air dry dishes							
Wipe down & clean stove top/oven							
Wipe down & clean appliances used							
Sweep & mop floors							
Empty & clean rubbish bin							
Restock cups, plates, utensils							
Restock food supply (if provide meals)							

**Art & Craft Area**

Restock equipment & supplies							
Clean equipment after each use							

**Other**




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