Daycare Cleaning Checklist

Room: _____ Week starting: _____ Initial each task when done. Method: detergent and warm water, rinse, dry; disinfect only where noted.

Nappy change and toilets

Task	Mon	Tue	Wed	Thu	Fri
Change mat: clean, rinse, dry after every change; disinfect if soiled					
Toilets, seats and potties					
Basins, taps and paper towel dispensers					
Floors around toilets and change bench					
Nappy bin emptied and relined					
Gloves, paper towel and spill kit stocked					

Playrooms

Task	Mon	Tue	Wed	Thu	Fri
Tables and chairs after each meal					
Toys used today washed; toys-to-wash box emptied					
Door handles, light switches, gate latches					
Low shelves and cubbies (rotation)					
Floors swept and mopped; carpet vacuumed					
Cot rails and sleep mats (sleep rooms)					

Kitchen and meal areas

Task	Mon	Tue	Wed	Thu	Fri
Benches cleaned then sanitised with a food-safe product					
High chair trays, straps and buckles					
Sink, taps and splashback					
Fridge handles and microwave					
Floor swept and mopped					
Bins emptied and relined					

Entry and outdoors

Task	Mon	Tue	Wed	Thu	Fri
Door glass, push plates and sign-in point					
Entry mats lifted and floor beneath cleaned					
Outdoor tables and benches					
Sandpit raked, checked and covered					
Paths and verandahs swept					
Rubbish removed from yard					

Notes and issues

Frequencies follow Staying Healthy, 6th edition (NHMRC 2024), Table 3.1: bathrooms, touch points, doorknobs and mouthed toys daily; toys used that day washed at day's end. Free checklist from Golden Star Childcare Cleaning. Adapt it to your rooms.