

Children's Ministries Cleaning Checklist

The areas in which we minister to children should always be clean and presentable. Outside of general tidiness, it is important to make sure that your children's ministry area is cleaned and sanitized regularly to prevent the spreading of germs and sickness. While many things will need to be cleaned after each use around kids, some areas of your ministry still will require deep cleaning on a regular basis.

GENERAL MEASURES TO SUPPORT GOOD HYGIENE

- If your ministry utilizes a kiosk for check-in, stations should be sanitized between uses. Consider assigning one volunteer to input registrations for all children at the kiosk to minimize individuals touching the screen.
- Prepare reusable, individual bags or cups/containers of supplies for kids to help minimize sharing. These supplies should have the child's name printed clearly on the container.
- It is best to only pull out a limited number of toys to cut down on the amount of cleaning and sanitization needed. Storing toys away from the children can help with this so that they are not visible. All cloth or stuffed animals should be removed if they cannot easily be cleaned after each gathering.
- Have a container for dirty toys in rooms with babies, toddlers, and preschoolers. Immediately put toys that have been in contact with a child's face or mouth in this container so that it is removed from other children.

AFTER EVERY MINISTRY SESSION:

_____	Clean or disinfect all solid surfaces, including: tables, cribs/mattresses/playpens, changing tables/changing pads, chairs, counters, play centers, door frames, doorknobs, light switches, and bathroom facilities (sinks, toilets, etc.).
_____	Remove any cloth materials for laundering, including: crib sheets, blankets, teacher/student craft smocks.
_____	Clean or disinfect all supplies used, including: scissors, glue sticks/bottles, markers, colored pencils, crayons, pens/pencils.
_____	Clean or disinfect all toys, including plastic toys, metal toys, books/board books.
_____	Clean all electronic items used, including computers, mice, keyboards, speakers, remotes for TVs/electronic devices, check-in label printers, tablets, or devices.
_____	Sweep, vacuum, or mop all floors and rugs to remove any dirt, crumbs, or trash from floors.
_____	Dispose of any spoiled diapers immediately.
_____	Bag up all trash and place in the appropriate receptacle.
_____	Disinfect rugs where children have sat or played.
_____	Toys and supplies cleaned and put away to proper place.

WEEKLY:

<input type="checkbox"/>	Clean out storage/toy bins and disinfect everything.
<input type="checkbox"/>	Dust furnishings, light fixtures, ceiling fans.
<input type="checkbox"/>	Wipe down walls.
<input type="checkbox"/>	Clean behind toilets and under sinks.
<input type="checkbox"/>	Dust/remove cobwebs from corners.
<input type="checkbox"/>	Spot clean carpets/floors as needed.
<input type="checkbox"/>	Wipe down any classroom appliances.

MONTHLY:

<input type="checkbox"/>	Check refrigerators/snacks for expiration dates and remove anything that has expired.
<input type="checkbox"/>	Clean and reorganize storage areas (closets, drawers, etc.).
<input type="checkbox"/>	Clean baseboards.
<input type="checkbox"/>	Clean/dust curtains or blinds.
<input type="checkbox"/>	Wash windows.
<input type="checkbox"/>	Dust air returns and vents.
<input type="checkbox"/>	Move out furniture to dust and clean behind.

QUARTERLY OR BIANNUALLY:

<input type="checkbox"/>	Have carpets deep cleaned with commercial cleaner.
<input type="checkbox"/>	Clean upholstery and furniture.
<input type="checkbox"/>	Clean and organize all supply cabinets/drawers.
<input type="checkbox"/>	Inspect toys for damage and replace batteries, if needed.