


# Cleaning, Sanitizing and Disinfecting Procedures

Regulations		
EHS/HS: 102.47 (1)	ECEAP: ENV-11,19	WAC: 110-300-0240,0241

To reduce the risk of disease transmission, the following surfaces are **cleaned** and **sanitized** on a regular schedule: Classrooms should be cleaned regularly by Early Learning and/or custodial staff to make sure the learning environment is consistently suitable for young children. Refer to this schedule for cleaning, sanitizing, and disinfecting all areas of the classroom. Follow the guidelines outlined in the *Disinfecting and Sanitizing with Bleach Guidelines for Mixing Bleach Solutions for Child Care and Similar Environments* chart.

Clean after each use	Sanitize	Disinfect
Dining tables (before and after)	*	
Food preparation counters	*	
Food thermometers	*	
Food preparation items	*	
Eating utensils, plates, and cups	*	
Toothbrush holders without brushes	*	
Phone receiver		*
Any dirty or soiled surfaces	*	
Water tables – after each group of children	*	
Diaper changing areas		*
Any surface contaminated with body fluids		
Project table/areas	*	
Toys that came in contact with a child's mouth	*	
Clean daily	Sanitize	Disinfect
Infant/toddler toys	*	
Stove top	*	
Refrigerator	*	
Microwave	*	
Handwashing sinks		*
Bathrooms – toilets, floor, sinks, and faucets		*
Door knobs, cabinet handles		*
Garbage cans		*
Walls		*
Cloth Rags	Launder	
Floors	Sweep, damp mop	
Carpets	Vacuum	

Clean weekly (or sooner if needed)	Sanitize	Disinfect
Children's cubbies	*	
Dishwasher – clean out food trap	*	
Floors – mopped		*
Stove & oven – deep clean	*	
Smoke hood – clean out filter	*	
Toothbrush holders – deep clean without brushes		*
Refrigerator – deep clean	*	
Porous cloth toys and dress up clothes	Launder	
Sheets and blankets for individual children	Launder	
Crib mattresses and sleeping mats	Sanitize weekly if used by same child Sanitize daily if used by different children	
Furniture	Dust	
Small rugs	Vacuum	

As needed
<ul style="list-style-type: none"> <li>Clean refrigerator drip pan</li> <li>Defrost freezer when ¼ inch of ice buildup is visible</li> <li>Clean storeroom</li> <li>Launder small rugs</li> <li>Clean carpets every month or sooner if needed</li> </ul>
 Wear disposable gloves when disinfecting any area or surface. Do not use sanitizing or disinfecting solutions near children.

## Food-contact surfaces

- All dishes and food-contact surfaces must be washed, rinsed, and **sanitized** between uses.

## Dishwashing

- **Manual dishwashing in proper sequence:**
  - Clean and sanitize the sink.
  - Scrape leftover food into the garbage.
  - Washing dishes in hot, soapy water in the first sink.
  - Rinse dishes with clean, hot water in the second sink.
  - Sanitize by immersion in a bleach-water solution in third sink (plastic container/dishpan), using the Washington State Department of Health “Disinfecting and Sanitizing with Bleach Guidelines for Mixing Bleach Solutions for Child Care and Similar Environments” and mixed according to the bleach strength and amount of water being used.
  - Air dry
- **Automatic dishwasher which washes and sanitizes by:**
  - A high temperature final rinse with a minimum of 180 degrees F. measured by the gauge OR by the addition of an approved concentration of chemical sanitizer.

## Sinks

Food preparation sinks are not used for handwashing.

- **Handwashing Sinks**
  - Stand-alone hand washing sinks are for handwashing only and must be cleaned and **disinfected** daily.
- **Food Preparation Sinks Only (one compartment and two compartment sinks)**
  - One compartment and two-compartment sinks used for food preparation only must be cleaned and **sanitized** before and after preparing food.
- **Two-Compartment Sinks (classroom/center without a stand-alone handwashing sink)**
  - One side of the sink must be designated for food preparation only and one side for hand washing only.
  - Signs designating the use of each side of the sink must be posted.
  - The food preparations side must be washed, rinsed, and **sanitized** before and after food preparation.
  - The handwashing side must be washed, rinsed, and **disinfected** daily or more often as needed.
  - The handwashing side must be washed, rinsed, and **disinfected** immediately after toothbrushes are rinsed.

## Cleaning, Sanitizing, and Disinfecting

Clean surfaces with soap and water, rinse with clean water, then use the sanitizer provided by your site or school district. It is important for surfaces to be cleaned and rinsed first to allow the sanitizer to adhere to the surface and not to the cleaning agent. Sites using any commercial products, other than bleach, for sanitizing and disinfecting must still follow the cleaning procedure as outlined by the Department of Health. Clean surfaces with soap and water, rinse with clean water, then use the sanitizer provided by your site or school district.

## Special Instructions for Mixing Bleach Solution

- Follow the directions on the *Disinfecting and Sanitizing with Bleach Guidelines for Mixing Bleach Solutions for Child Care and Similar Environments*.
- Post the *Disinfecting and Sanitizing with Bleach Guidelines for Mixing Bleach Solutions for Child Care and Similar Environments* where the solutions will be mixed.
- Wear gloves and goggles when mixing bleach solutions and mix in sink.
- Solutions must be prepared daily (See DOH 970-216 January, 2015 for Licensed Child Care.)

## Disinfecting and Sanitizing with Bleach Guidelines for Mixing Bleach Solutions for Child Care and Similar Environments

### Preparation Tips

- **Prepare** a fresh bleach solution each day in a well-ventilated area that is separate from children.
- **Label** bottles of bleach solution with contents, ratio and date mixed.
- **Use cool water.** Always add bleach to cool water, **NOT** water to bleach.
- **Wear** gloves and eye protection.
- **Prepare** solution in an area with an eye wash.

### Disinfecting Solutions

For use on diaper change tables, hand washing sinks, bathrooms (including toilet bowls, toilet seats, training rings, soap dispensers, potty chairs), door and cabinet handles, etc.

Water	Bleach Strength* 2.75%	Bleach Strength* 5.25-6.25%	Bleach Strength* 8.25%
1 Gallon	1/3 Cup, plus 1 Tablespoon	3 Tablespoons	2 Tablespoons
1 Quart (4 Cups)	1 1/2 Tablespoons	2 1/4 Teaspoons	1 1/2 Teaspoons
2 Cups	3/4 Tablespoon	1 1/8 Teaspoons	3/4 Teaspoon

### Sanitizing Solutions

For use on eating utensils, food use contact surfaces, mixed use tables, high chairtrays, crib frames and mattresses, toys, pacifiers, floors, sleep mats, etc.

1 Gallon	1 Tablespoon	2 Teaspoons	1 Teaspoon
1 Quart (4 Cups)	1 Teaspoon	1/2 Teaspoon	1/4 Teaspoon
2 Cups	1/2 Teaspoon	1/4 Teaspoon	1/8 Teaspoon

Disinfection of non-porous non-food contact surfaces can be achieved with 600 parts per million (ppm) of chlorine bleach. To make measuring easier, the strengths listed in this table represent approximately 600-800 ppm of bleach for disinfecting, and approximately 100 ppm for sanitizing. Chlorine test strips with a measuring range of 0-800 ppm or higher can also be used to determine the strength of the solution.

**Contact your local health jurisdiction** for further instructions on cleaning and disinfecting if specific disease or organisms are identified as causing illness in your program. **\*Use only plain unscented bleach** that lists the percent (%) strength on the manufacturer's label. Read the label on the bleach bottle to determine the bleach strength. For example, Sodium Hypochlorite...6.25% or 8.25%.

### Steps to Follow

- **Clean** the surface with soap and water before disinfecting or sanitizing.
- **Rinse** with clean water and dry with paper towel.
- **Apply** chlorine bleach and water solution to the entire area to be disinfected or sanitized.
- **Air dry** for at least 2 minutes.

This chart was created by the Disinfection Workgroup led by the Washington State Department of Health. Workgroup members consist of staff from the Department of Early Learning, Snohomish Health District, Local Hazardous Waste Management Program in King County, Washington State Department of Ecology, the Coalition for Safety and Health in Early Learning, and the Washington State Department of Health.

For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).