

Daycare Cleaning Checklist

A childcare centre inspection for cleaning companies and centre directors: play areas, sleep areas, diaper change stations, washrooms, kitchen and outdoor equipment

Site _____ Date _____ Inspector _____

Entry and Sign-In Area

	Pass	Fail	N/A
Entry door glass, handles and the keypad or fob reader wiped at adult and child height	☐	☐	☐
Sign-in counter, pens and tablet screen wiped	☐	☐	☐
Cubbies emptied of loose paper, shelf surfaces and hooks wiped	☐	☐	☐
Stroller parking area swept, no grit tracked toward the play floor	☐	☐	☐
Parent notice board glass clean, floor under the board free of dropped handouts	☐	☐	☐
Entry mat vacuumed and lifted, nothing trapped underneath	☐	☐	☐

Infant Room

	Pass	Fail	N/A
Floor damp mopped to the wall line, crawl area clean enough to sit on	☐	☐	☐
Crib rails, mattress covers and frame joints wiped	☐	☐	☐
High chair trays, seat crevices and straps wiped, food residue removed from the tray lip	☐	☐	☐
Bottle prep counter, sink and drying rack cleaned, no formula residue at the tap base	☐	☐	☐
Soft toys and cloth books collected for laundering, not wiped and re-shelved	☐	☐	☐
Hard toys washed, rinsed and air dried, returned to clean bins	☐	☐	☐
Wall surfaces clean to 4 feet, no handprints or food marks along the mat edge	☐	☐	☐

Toddler and Preschool Rooms

	Pass	Fail	N/A
Tables and chair seats, backs and legs wiped, dried food removed from chair joints	☐	☐	☐

Toy bins emptied, bin interiors washed, contents sorted and washed on the posted rotation	☐	☐	☐
Dress-up clothes, fabric puppets and cushion covers sent to laundry	☐	☐	☐
Sensory table drained, scrubbed and refilled or left dry and labelled	☐	☐	☐
Art area counters and paint sink clean, no dried paint ring in the basin	☐	☐	☐
Book bin surfaces wiped, damaged books pulled rather than left in the bin	☐	☐	☐
Light switches, door handles and cabinet pulls wiped at child height as well as adult height	☐	☐	☐
Floor vacuumed and damp mopped under tables and along the baseboard	☐	☐	☐

Sleep Area

	Pass	Fail	N/A
Cots and mats wiped top and underside, then stood or hung to dry	☐	☐	☐
Cot stacking rack wiped, floor under the rack clean	☐	☐	☐
Bedding bagged per child and sent to laundry on the posted schedule	☐	☐	☐
Floor damp mopped after cots are cleared, corners included	☐	☐	☐
Blackout blinds and window ledges dusted	☐	☐	☐
Sound machine, night light and their cords wiped and free of dust	☐	☐	☐

Diaper Change and Toileting

	Pass	Fail	N/A
Change pad wiped, disinfected and left wet for the product's labelled contact time before drying	☐	☐	☐
Change table frame, drawer fronts and the wall behind the pad cleaned	☐	☐	☐
Diaper pail emptied, liner replaced, pail body and lid washed inside and out	☐	☐	☐
Hand sink, tap and soap dispenser cleaned, paper towel stocked	☐	☐	☐
Child toilets, seats, flush handles and the floor seam at each fixture clean	☐	☐	☐
Step stools and potty chairs washed and dried	☐	☐	☐
Floor mopped clean-to-dirty, change area mopped last with a dedicated mop head	☐	☐	☐
Gloves, wipes and bags restocked at the station, not in a cupboard down the hall	☐	☐	☐

Kitchen and Food Prep

	Pass	Fail	N/A
Counters, sinks and taps cleaned, no food debris in the drain basket	☐	☐	☐
Fridge exterior, handles and gasket wiped, interior spills removed	☐	☐	☐
Microwave inside and out, including the door seal and turntable	☐	☐	☐
Dishwasher door, gasket and filter clean, racks free of food	☐	☐	☐
Floor swept and mopped, corners and the area under the prep counter included	☐	☐	☐
Garbage and organics emptied, bin bodies washed, lids wiped	☐	☐	☐
Cloth and mop for the kitchen kept separate from washroom cloths and stored dry	☐	☐	☐

Staff Washroom and Janitor Area

	Pass	Fail	N/A
Toilet, sink, mirror and dispensers cleaned and stocked	☐	☐	☐
Floor mopped, seam at the base of the toilet clean	☐	☐	☐
Janitor closet floor clean, mop heads hung to dry, nothing stored on the floor	☐	☐	☐
Chemicals labelled and stored above child reach with the safety data sheets on site	☐	☐	☐
Spray bottles labelled with the product inside, no unmarked bottles	☐	☐	☐
Vacuum filter checked, bag or canister emptied	☐	☐	☐

Outdoor Play Area

	Pass	Fail	N/A
Play structure handrails, steps, slide surfaces and panels wiped	☐	☐	☐
Sand box covered, surrounding surface swept, no debris in the sand	☐	☐	☐
Rubber surfacing and pathways swept, standing water noted	☐	☐	☐
Outdoor bins emptied, lids closed and latched	☐	☐	☐
Fence line and gate latch clear of debris, gate closing on its own	☐	☐	☐
Ride-on toys and outdoor bins wiped and returned to the shed	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
All surfaces below 4 feet treated as touchpoints, not just counters	☐	☐	☐

Disinfectant left wet for the contact time printed on its own label	☐	☐	☐
Colour-coded cloths in use, with washroom cloths never reaching a food or play surface	☐	☐	☐
Toy washing logged with the date, not left to memory	☐	☐	☐
Garbage and organics out of the building, not staged in a corridor	☐	☐	☐
No chemical, cord or bag left within reach of a child at any point during the clean	☐	☐	☐
Deficiencies photographed and reported the same day rather than carried to next visit	☐	☐	☐

Suggested frequency

Daily	Touchpoints, washrooms, change stations, floors, kitchen, garbage
Weekly	Hard toy washing rotation, cot and mat wipe-down, bedding laundry
Weekly	Soft toy and fabric laundering, toy bin interiors, sensory table scrub
Monthly	High dusting, vents, light diffusers, wall washing below 4 feet
Quarterly	Carpet extraction, hard floor strip and wax, blind cleaning

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