**Child Lab Cleaning**

**Tools**

**1. Microfiber cloths**

**Microfiber is a synthetic material. Microfiber used for cleaning is called split microfiber. When microfibers are split, they are 200 times thinner than a single human hair. These split microfibers become much more absorbent. They can remove large quantities of microbes, including hard-to-kill spores.**

**Microfiber products are also positively charged, meaning they attract negatively charged dirt and grease. These characteristics of microfiber allow you to clean surfaces without chemicals.**

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| --- | --- | --- | --- | --- |
| **White Towels** | **Orange Towels** | **Purple Towels** | **Green Towels** | **Black Towels** |
| Kitchen, Snack Carts | Floors | Tables/ Counters | Toys | Diapering and Bodily Fluids |

**Classroom Cleaning Responsibilities**

Daily lab cleaning includes:

* Removing all supplies, toys, and materials used for the day
* Vacuum and sweep as needed
* Mop or wipe floors if needed
* Furniture should be returned to proper location and wiped with a wet micro-fiber cloth (purple)
* Cubbies cleaned
* Locker tags removed
* Name tags put away
* Pets fed and cages cleaned as needed

You are also required to do the final touches on the outdoors, resource room 1, resource room 2, kitchen and gross garage. This can be completed during the final cleaning time but can be done during core. 1-2 students from each lab needs to be assigned to the lab for cleaning toys and 1 student from each lab needs to be assigned to cleaning the dishes. All the rest of the students need to be assigned to work in the classroom cleaning the classroom and paint.

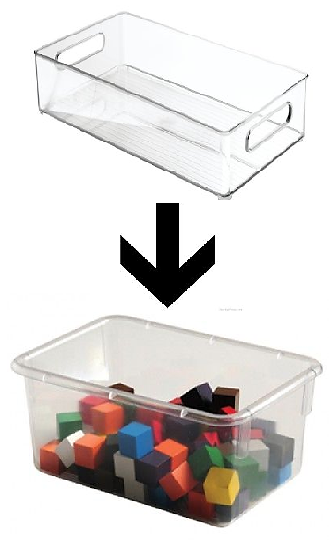
**Washing the Toys (Plastic and Wood)**

Fig. 1

1. Fill a sink or bin with warm water and add 1 tsp of Castile Soap per gallon.
2. Dip green towels into warm soapy water and wipe toy surfaces.
3. Use a dry green towel to dry the toys before putting them away. Be sure to dry the toys **completely** before putting them away.

* **DO NOT submerge wood toys or toys with holes.** Wipe with cloths only.
* DO NOT put toys in the sanitizer.
* It is your lab’s responsibility to put away the materials that you used. If you don’t know where something belongs, **ASK**. Don’t just put it wherever because you don’t know.
* Lost and broken toys are reported each day to cleaners or the office staff.
* Plush toys need to be laundered after every lab session. Put in the appropriate laundry basket.

**Diapering**

1. Spray the changing mat with Hydrogen Peroxide spray bottle and wipe down with the **black** cloths.

**Washing the Dishes**

1. Turn the sanitizer on if it is not already. The sanitizer will take some time to warm up so wait until it is completely filled. When it is ready, the rinse number will be at least 170° F. Do **NOT** push any buttons or open it until it is ready!
2. With the sprayer, spray all dishes clean of food or any substance.
3. Place dishes in rack and put into the sanitizer.
4. Run the sanitizing cycle.
5. Remove dishes as soon as the sanitizer completes a cycle (this will help them dry faster).
6. Dishes **must** air dry on blue towels either in trays or dishes placed on towels.
7. Sanitizing of toy and snack bins should be done each day at the end of clean up.

**Paint and Other Art Clean Up**

1. Wash paint and other art activities in Resource Room 1. Please to not wash in the kitchen sinks. Be sure to use the mesh catch so beads, Q-tips, etc. do not go down the drain. It happens. ☺
2. Dry all containers and supplies **completely** before putting away, **especially** the sponge and fabric brushes. These do not have to air dry. Use a dry paper towel or micro-fiber cloth to dry paint supplies.
3. Clear the counters at the end of each lab in RR1 and wipe the countertop and sink areas.

* Art and replenishing items are located in resource room 1 north wall. Containers should be filled to about ½- ¾ full and excess should be stored in the cupboards below and above.
* Notify the staff of any supplies that need to be re-ordered. Please check the upper and lower storage cupboards before doing so.
* If you see any mistakes throughout the semester between the labeled boxes and the material list, tell the office staff.
* At the end of each semester the inventory list needs to match the online list. Then, if not the shelves or the list need to be updated.

**Stewardship and Cleaning Procedures**

**Kitchen:** Each lab washes, sanitizes, and returns dishes. Counters need to be cleared and wiped down, triple sinks and dishwashing sink cleaned and buffed dry and dish sanitizer wiped inside and out (pm); run 1 cup of vinegar through the sanitizer on Thursdays each week. Be sure to shut off sanitizer after PM labs and on TTH mornings. Sweep if necessary.

**RR-1** (Resource Room 1): Everything put away in its proper place, counters cleared and washed, sink cleaned, all materials in bins cleaned and organized into proper bin, bins restocked if needed, lab manager notified of broken toys or materials that need replenished, floor vacuumed if needed.

**Gross Garage:** All materials put away in proper places, floor items should be neatly stacked against outside walls to allow free movement within the garage. Dramatic play furniture should be left in classrooms, not stored in GG.

**Playground:** All materials in proper place. Any garbage or small toys/sensory items picked up from playgrounds. If needed, the playground sidewalks need to be shoveled before lab begins, a path needs to be shoveled to all equipment, and the slides need to be cleaned off. Please de-ice where needed. Clean the sheds and sweep out the sand and dirt, clean all materials. Keep sidewalks swept.

**Workroom:** Put everything in the proper place. Clear and clean counters and tabletops, organize cupboards and drawers to have items neatly organized and in their proper places, vacuum floor as needed. Clear personal items as needed.

**RR2** (Resource Room 2):Everything put away in its proper place. Check bins to make sure the correct items are in the correct bins. Items should not be shoved into places or just set on shelves. Vacuum floor as needed. Check if sensory items need to be restocked; if so bring in the tag of those that need restocked.

**PETS/Plants:** Each lab is responsible for the pets/plants in their classroom. They must be cleaned before they are moved to another lab. The gecko cage needs cleaned at least **weekly.** Needs to be fed and given water twice a week.