# A screen shot of a computer  Description automatically generatedHousekeeping in childcare safety talk

Maintaining a clean and orderly work environment helps to prevent accidents, injuries and illnesses, including childcare facilities. It can also assist in creating a positive work environment for employees.

*Let us cover some best practices regarding good housekeeping procedures:*

Daily responsibilities:

* Cleaning classrooms, equipment, and restrooms
* Keeping classrooms neat and tidy
* Any spill should be cleaned up immediately
* Sweep floors after meals, snacks, and as needed throughout the day
* Keep floors neat and tidy, free of debris or items that might cause a slip, trip or fall
* Keep chairs pushed in and other furniture in its proper place to prevents tripping hazards

Weekly (and as necessary) responsibilities:

* Vacuum carpeting and mats
* Wipe down nap mats or cots
* Sanitizing linens and sheets
* Wipe down classroom tables and chairs

Responsibilities specific to kitchen operations:

* Clean cupboards and drawers at least monthly
* Wipe down cupboard doors at least monthly
* Clean open shelving monthly
* Clean the refrigerator weekly and dispose of expired food or leftovers
* Disinfect surfaces daily
* Sweep floors throughout the day
* Mop daily

Everyone plays a part in housekeeping for their assigned work area. Ensuring employees understand their individual responsibilities helps to break up the tasks and make good housekeeping achievable. A clean workplace is a safe workplace.

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