



## UFCC FORM

### BEFORE & AFTER SCHOOL CLEANING & DISINFECTING CHECKLIST

*This form is to be used if your group shares an outdoor or indoor space with others.*

Umbrella Family  
and Child Centres  
of Hamilton

**SITE NAME:** \_\_\_\_\_ **WEEK OF:** \_\_\_\_\_

**NOTE:** When cleaning, staff must wear goggles and gloves as per SDS.

**REMEMBER:** Check "Opening / Closing Task List" for other items to be completed.

DURING PROGRAM	MON	TUE	WED	THU	FRI
At end of AM shift, clean and disinfect the desks/tables and chairs that were used during program as well as high touch surfaces such as faucets, door handles and light switches					
At the beginning of the PM shift, clean and disinfect the desks/tables and chairs that you will use during program as well as high touch surfaces such as faucets, door handles and light switches.					

DISINFECT AT THE BEGINNING AND END OF EACH OUTDOOR PERIOD - NOTE: If you do not share an outdoor space, please indicate N/A						
Door handles after going through door to playground	AM					
	PM					
All gate handles before going through the gate	AM					
	PM					
Shed door handles before unlocking them, and after outdoor play is complete	AM					
	PM					
All shared toys, including bikes	AM					
	PM					

END OF DAY	MON	TUE	WED	THU	FRI
Low touch surfaces: tablet/iPad, phone, walkie talkies					
Disinfect classroom toys/cart					

**STAFF ON DUTY:** Please print name and initial for reference.

NAME	INITIALS

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