



Early Years
Insights
Inspire. Support. Grow. ♥

CLEANING & HYGIENE CHECKLIST



A CLEAN ENVIRONMENT FOR HEALTHY LITTLE LEARNERS ♥



Date: _____

Day: _____



Completed By: _____

Time: _____



Room / Area: _____

Signature: _____



Use this checklist daily to ensure our environment is clean, hygienic and safe for all children.
Tick each item once completed. Add any notes or actions required.



1. GENERAL ENVIRONMENT

Yes No N/A

- Floors are clean and free from debris ☐ ☐ ☐
- Surfaces (tables, shelves, windowsills) are clean and disinfected ☐ ☐ ☐
- Bins are emptied and liners replaced ☐ ☐ ☐
- Room is well-ventilated ☐ ☐ ☐
- Room smells fresh and clean ☐ ☐ ☐
- Lighting and fixtures are clean ☐ ☐ ☐
- Spills are cleaned immediately ☐ ☐ ☐
- Clutter is removed and areas are tidy ☐ ☐ ☐

Notes / Actions:



2. TOYS & RESOURCES

Yes No N/A

- Toys are clean and in good condition ☐ ☐ ☐
- Toys are washed/sanitised regularly ☐ ☐ ☐
- Soft toys are clean and laundered as per policy ☐ ☐ ☐
- Books are clean and in good condition ☐ ☐ ☐
- Resources are stored safely and off the floor ☐ ☐ ☐
- Damaged items are removed ☐ ☐ ☐
- Sensory/messy play resources are cleaned after use ☐ ☐ ☐

Notes / Actions:



3. TOILET & NAPPY CHANGING AREAS

Yes No N/A

- Toilets are clean and flushed ☐ ☐ ☐
- Sinks are clean and drain properly ☐ ☐ ☐
- Soap and paper towels are available ☐ ☐ ☐
- Nappy changing area is clean ☐ ☐ ☐
- Changing mats are clean and disinfected ☐ ☐ ☐
- Nappy bins are emptied and sanitised ☐ ☐ ☐
- Handwashing posters are visible ☐ ☐ ☐
- Handwashing facilities are working ☐ ☐ ☐

Notes / Actions:



4. HAND HYGIENE

Yes No N/A

- Hand soap is available and topped up ☐ ☐ ☐
- Paper towels are available ☐ ☐ ☐
- Alcohol hand gel is available (staff use) ☐ ☐ ☐
- Handwashing facilities are clean ☐ ☐ ☐
- Children and staff wash hands regularly ☐ ☐ ☐
- Handwashing is promoted and modelled ☐ ☐ ☐
- Cuts/sores on staff hands are covered ☐ ☐ ☐

Notes / Actions:



5. KITCHEN & FOOD AREAS

Yes No N/A

- Work surfaces are clean and sanitised ☐ ☐ ☐
- Sinks are clean and drain properly ☐ ☐ ☐
- Fridge temperature is in safe range ☐ ☐ ☐
- Food is stored correctly and in date ☐ ☐ ☐
- Utensils, cups and plates are clean ☐ ☐ ☐
- Tea towels are clean and changed regularly ☐ ☐ ☐
- Dish cloths/sponges are clean and sanitised ☐ ☐ ☐
- Bins are emptied and clean ☐ ☐ ☐

Notes / Actions:



6. OUTDOOR AREAS

Yes No N/A

- Outdoor equipment is clean and safe ☐ ☐ ☐
- Sand/water areas are cleaned regularly ☐ ☐ ☐
- Outdoor toys are washed/sanitised ☐ ☐ ☐
- Surfaces (benches, tables) are clean ☐ ☐ ☐
- Trikes and ride-ons are clean ☐ ☐ ☐
- Litter is removed ☐ ☐ ☐
- Plants and growing areas are maintained ☐ ☐ ☐

Notes / Actions:



A clean environment helps children stay healthy, happy and ready to learn. ♥

Any issues or actions required: _____