

# Clean routines



Straight "A" strategies to fight the germs that can cause colds and flu every day.

## Daily routines

### 5-Minute Clean Routine

Use Clorox® Disinfecting Wipes and quickly:

- Wipe down desks
- Wipe down countertops
- Wipe the light switch
- Wipe the doorknob



### 10-Minute Clean Routine

In addition to the above steps, use Clorox® Disinfecting Wipes to wipe down these germ hotspots:

- Computer keyboards
- Cabinet handles
- Drawer pulls
- Faucets and water fountain handles
- Pencil sharpeners

## Weekly routine

### 17 Once-a-Week Clean Routine

In addition to the five- and ten-minute daily steps, use Clorox® Disinfecting Wipes to clean and disinfect surfaces you can't get to every day, especially:

- Paper towel dispensers
- Phone receivers

#### Remember to:

- Replace sponges
- Wash and dry soap dispensers
- Wipe down toys
- Wash aprons and hand towels

Be sure to use a product that's EPA-registered to kill 99.9% of germs. Use cleaning products as directed and always keep them out of the reach of children.

## Classroom Cleanup Checklist:

### DISINFECT

- |   |   |
|---|---|
| <input type="checkbox"/> Doorknobs              | <input type="checkbox"/> Paper towel dispensers |
| <input type="checkbox"/> Light switches         | <input type="checkbox"/> Sinks                  |
| <input type="checkbox"/> Kids' desks            | <input type="checkbox"/> Drawer pulls           |
| <input type="checkbox"/> Water fountain handles | <input type="checkbox"/> Countertops            |
| <input type="checkbox"/> Pencil sharpeners      | <input type="checkbox"/> Cubbies                |
| <input type="checkbox"/> Computer keyboards     | <input type="checkbox"/> Hard, plastic toys     |
|   | <input type="checkbox"/> Coat hooks             |

### DISCARD

- Used tissues and paper towels
- Dirty sponges
- Garbage
- Empty containers and bottles

### WASH

- Drinking cups
- Smocks
- Aprons
- Hand towels

