



Sample Daycare Cleaning Walkthrough Checklist

Use this checklist to prepare for a BlueHour walkthrough. Your final cleaning scope should reflect your centre's rooms, surfaces, approved products, access instructions and operating schedule.

Centre name		Walkthrough date	
Address		Main contact	
Closing time		Preferred days	

Rooms and facility areas

☐	Playrooms and classrooms	Count / notes
☐	Infant or toddler rooms	Count / notes
☐	Nap rooms, cots or rest areas	Count / notes
☐	Washrooms and diaper-change areas	Count / notes
☐	Lunch, snack or food-preparation areas	Count / notes
☐	Entrances, hallways and cubbies	Count / notes
☐	Staff rooms, offices and storage areas	Count / notes

Routine cleaning considerations

☐	Accessible tables, chairs and shelving	
☐	Door handles, switches and other high-touch points	
☐	Vacuuming, mopping and spot floor care	
☐	Washroom fixtures, counters and floors	
☐	Waste and recycling removal	
☐	Interior entrance glass and touchpoints	
☐	Centre-specified cleaning and disinfecting steps	

Important: Cleaning and disinfecting are separate steps. Product selection, dilution, contact time, food-contact use and storage must follow the product label and the centre's approved procedures.



Products, surfaces and special instructions

☐	Centre-approved product list available	
☐	Lower-odour or fragrance preferences documented	
☐	Sensitive materials or surfaces identified	
☐	Colour-coded or room-specific tools requested	
☐	Secure chemical storage location confirmed	
☐	Seasonal or illness-related priorities discussed	

After-hours access and closing routine

☐	Parking, loading and building entry reviewed	
☐	Keys, fobs, alarm and emergency contacts confirmed	
☐	Locked or staff-only rooms identified	
☐	Lights, doors and final lock-up steps documented	
☐	Preferred communication method confirmed	
☐	Minimum two-person BlueHour team noted	

Quote and schedule notes

☐	Approximate square footage recorded	
☐	Preferred frequency: daily / weekly / custom	
☐	Target start date discussed	
☐	Periodic deep-cleaning needs identified	
☐	Walkthrough follow-up and quote recipient confirmed	

This sample is a planning aid, not a regulatory or infection-control document. The signed service scope should list the exact tasks BlueHour will perform and the procedures supplied or approved by the childcare centre.