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| Area/Item | Method | Frequency/Comments |
| **Tables/ window sills / door and cabinet handles** | Clean with neutral detergent, warm water and clean cloth | Three Times Daily  Door handles, classroom tables, chairs need wiping down at start of day by SMO, at lunchtime by staff and at end of day with sanitising fluid by cleaner  If soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry. |
| **Washable floor covering**  **Toilets daily, hall weekly** | Wash with bleach, warm water and clean equipment  Swept to remove dirt when children are not present. Then mop. | Daily and immediately if soiled e.g. spillage |
| **Carpets** | Vacuum daily  Fogger weekly | Fogger will be used to clean carpets/classrooms only when children will not be present to ensure the carpet is dry before next use weekly  Daily vacuuming |
| **Small rugs** |  | To be removed |
| **Waste bins** | Empty  Clean with neutral detergent and warm water | Daily twice a day  Daily and immediately if soiled  ALL BINS MUST BE BAGGED |
| **Clinical waste bins** | Empty – DOUBLE BAGGED  Clean with neutral detergent and warm water  Replace double bags | Daily  Daily and immediately if soiled  ALL CLINICAL WASTE BINS MUST BE DOUBLE BAGGED. |
| Mops and cleaning cloths | Mop heads should be washed in warm water and detergent, rinsed and air dried  Reusable cloths must be laundered daily on a hot wash cycle (at least 60oC) in a washing machine and dried on radiator or air dried in sunshine. | After daily use  After daily use | |
| Computers, keyboards, telephones and individual staff work stations/desks. | Thoroughly wipe down daily before leaving building with damp clean cloth and sanitising spray (DC10). Care to be taken due to electrical nature of items being cleaned. Keyboards to be lifted and desks to be left clear. | After daily use | |

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| **Toilet Area Cleaning Program** | | |
| **Area/Item** | **Method** | **Frequency / Comments** |
| **Wash hand basins, taps, surrounding counters, soap dispensers.** | Clean with detergent and warm water. | Twice a day and immediately if soiled.  If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.  Taps and surrounding areas need cleaning twice a day. |
| **Both sides of toilet seat, toilet handles, door knobs or cubicle handles.** | Clean with detergent and warm water. | Twice a day and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.  Door knobs and cubicle handles need cleaning twice daily. |
| **Toilet bowls** | Use toilet cleaner as per manufacturer’s instructions. | Twice daily and immediately if soiled. |

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| **Toy Cleaning Program** | | |
| **Item** | **Method** | **Frequency / Comments** |
| **Soft toys – if shared.** | Removed |  |
| **Hard toys/items that go into the mouth or have been in contact with salvia or other body fluids.** | Clean with warm water and sanitiser/detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher. | After each child’s use.  DURING COVID SELECTION OF TOYS TO BE REDUCED AND THOSE THAT CAN BE EFFECTIVELY SANTISED. |
| **Other hard toys e.g. dolls house, sand pit, trim trail.** | Clean with warm water and detergent, rinsed and dried thoroughly. | Weekly or immediately if soiled.  DURING COVID SAND PIT AND TRIM TRAIL OUT OF USE. |

**Cleaning Checklist Week starting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **General Environment Cleaning Program**  **ON ARRIVAL ALL WINDOWS TO BE OPENED ACROSS THE SCHOOL TO ALLOW FOR MAXIMUM VENTILATION.**  **PROP OPEN INTERNAL DOORS TO LESSEN HANDLE CONTACT.** | | | | | | | | | | | | | | | | | | | | |
| **Area/Item to be cleaned** | **Frequency of cleaning** | **Days of the week**  **(Initial and time)** | | | | | | | | | | | | | | | | | | **Manager’s signature** |
|  |  | **Mon** | | | **Tues** | | | **Wed** | | | | **Thurs** | | | | **Fri** | | | |  |
| Window sills | Twice weekly (Clean Team) |  | | |  | | |  | | | |  | | | |  | | | |  |
| Classroom tables | Three x daily 1 = CT/SMO  1 staff  1 = Cleaner |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |  |  |
| Door Handles | Three x Daily 1 = CT/SMO  1 staff  1 = Cleaner |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |  |  |
| Carpets | Vacuum - Oncecleaners |  | | |  | | |  | | | |  | | | |  | | | |  |
| Toilets floor covering | Mop once daily with bleach.cleaners |  | | |  | | |  | | | |  | | | |  | | | |  |
| Waste bins  (Clean Team) | Three x Daily 1 = CT/SMO  1 staff  1 = Cleaner |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |  |  |
| Mops and cleaning cloths cleaners | After daily use. |  | | |  | | |  | | | |  | | | |  | | | |  |
| Computers, keyboards, telephones and individual staff work stations/desks. (Teaching Staff) | After daily use. |  | | |  | | |  | | | |  | | | |  | | | |  |

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| **Toilet Area Cleaning Program** | | | | | | | | | | | | | | | | |
| **Area/Item to be cleaned** | **Frequency of cleaning** | **Days of the week**  **(Initial and time)** | | | | | | | | | | | | | | **Manager’s signature:** |
|  |  | **M** | | | **T** | | | **W** | | | **Th** | | | **F** | |  |
| Wash hand basins, taps, surrounding counters, soap dispensers. | 2 x Daily1 CT/SMO1 Cleaners |  |  | |  |  | |  |  | |  |  | |  |  |  |
| Both sides of toilet seat. | 2 x Daily1 CT/SMO1 Cleaners |  |  | |  |  | |  |  | |  |  | |  |  |  |
| Toilet handles, door knobs or cubicle handles. | 2 x Daily1 CT/SMO1 Cleaners |  |  | |  |  | |  |  | |  |  | |  |  |  |
| Toilet bowls | 2 x Daily1 CT/SMO1 Cleaners |  | |  | | |  | | |  | | |  | | |  |
| **Toy Cleaning Program** | | | | | | | | | | | | | | | | |
| **Area/Item to be cleaned** | **Frequency of cleaning** | **Days of the week**  **(Initial and time)** | | | | | | | | | | | | | | **Manager’s signature** |
|  |  | **Mon** | | | **Tues** | | | **Wed** | | | **Thurs** | | | **Fri** | |  |
| Hard toys/items that have been in contact with salvia or other body fluids. | After useMilton or other sterilising fluid. Staff |  | | |  | | |  | | |  | | |  | |  |
| Other hard toys e.g. dolls house, climbing frame. | Daily Staff |  | | |  | | |  | | |  | | |  | |  |