

Cleaning Schedule

Area/Item	Method	Frequency/Comments
Tables/ window sills / door and cabinet handles	Clean with neutral detergent, warm water and clean cloth	Two Times Daily Door handles, classroom tables, chairs need wiping down at lunchtime by staff (children can wipe tables if they are able to) 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 To be done by staff when required to do so.
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 by staff Toilets and hall- cleaner
Carpets	Vacuum daily Fogger weekly (Friday)	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- SMO Daily vacuuming- Cleaner
Small rugs		To be removed
Waste bins	Empty Clean with neutral detergent and warm water	Daily twice a day by SMO and cleaner Daily and immediately if soiled by Clean Team ALL BINS MUST BE BAGGED
Clinical waste bins	Empty – DOUBLE BAGGED Clean with neutral detergent and warm water Replace double bags	Daily by SMO Daily and immediately if soiled by Clean Team ALL CLINICAL WASTE BINS MUST BE DOUBLE BAGGED.

Cleaning Schedule

<p>Mops and cleaning cloths</p>	<p>Mop heads should be washed in warm water and detergent, rinsed and air dried</p> <p>Reusable cloths must be cleaned in hot soapy water and dried on radiator or air dried in sunshine. (We don't have a washing machine)</p>	<p>After daily use- mid days/cleaner</p> <p>After daily use</p>
<p>Computers, keyboards, telephones and individual staff work stations/desks.</p>	<p>Staff/Cleaners/SMO</p> <p>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.</p>	<p>After daily use</p> <p>Staff to clean after use.</p> <p>Children to wipe desk area and laptop/ipad they have used.</p>

Cleaning Schedule

Toilet Area Cleaning Program		
Area/Item	Method	Frequency / Comments
Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	<p>Twice a day by Cleaner and SMO</p> <p>Immediately if soiled by staff.</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</p> <p>Taps and surrounding areas need cleaning twice a day.</p>
Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	<p>Twice a day by SMO at lunch and Cleaner in the evening and immediately if soiled</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</p> <p>Door knobs and cubicle handles need cleaning twice daily.</p>
Toilet bowls	Use toilet cleaner as per manufacturer's instructions.	Twice daily by SMO and Cleaner and immediately if soiled.

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 saliva or other body fluids.	Clean with warm water and Milton, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	<p>After each child's use by staff.</p> <p>DURING COVID SELECTION OF TOYS TO BE REDUCED AND THOSE THAT CAN BE EFFECTIVELY SANTISED.</p>
Other hard toys e.g. dolls house, sand pit, outside EYFs equipment	Clean with warm water and detergent, rinsed and dried thoroughly.	<p>Weekly or immediately if soiled by staff.</p> <p>Any shared equipment will be cleaned immediately after use.</p>

Cleaning Schedule

		DURING COVID SAND TRAY OUT OF USE.
classroom-based resources, such as books and games, which are shared within the bubble	Clean with warm water and detergent, rinsed and dried thoroughly.	Cleaned by staff after each use.
Outdoor playground equipment/toys	Clean with warm water and detergent, rinsed and dried thoroughly.	Daily after use by Staff.
resources that are shared between classes or bubbles,	Clean with warm water and detergent, rinsed and dried thoroughly.	<p>Items likely to hold infection must be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Such as Science/PE equipment.</p> <p>Items such as Ipads and laptops may be cleaned and circulated on a daily basis.</p> <p>Staff to clean when after use.</p>
Books taken off site	Wipe with sterile wipe	Wipe down books before taking off and site wipe down once books are returned.

Cleaning Schedule

Cleaning Checklist

Week

starting: _____

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 (Cleaner)															
Classroom tables	2 x daily 1 staff/children lunch time 1 = Cleaner after school															
Door Handles	2x Daily 1 staff lunchtime 1 = Cleaner															
Carpets	Vacuum – Once cleaners after school															
Toilets floor covering	Mop once daily with bleach/cleaners after school															
Waste bins (Clean Team)	2x Daily 1 x SMO lunch time 1 = Cleaner after school															

Cleaning Schedule

<p>Mops and cleaning cloths cleaners</p>	<p>After daily use Mid days-hall at lunch time Cleaners after school</p>						
<p>Computers, keyboards, telephones and individual staff work stations/desks.</p>	<p>After daily use. Children to wipe own laptops/ipads and desks Staff cleaners for all other areas</p>						

Cleaning Schedule

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	Sa	Su	Mo	Tu	We	
Wash hand basins, taps, surrounding counters, soap dispensers.	2 x Daily 1 SMO 1 Cleaners											
Both sides of toilet seat.	2 x Daily 1 SMO 1 Cleaners											
Toilet handles, door knobs or cubicle handles.	2 x Daily 1 SMO 1 Cleaners											
Toilet bowls	2 x Daily 1 SMO 1 Cleaners											

Cleaning Schedule

Toy/Equipment 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 saliva or other body fluids.	After use Milton or other sterilising fluid. Staff						
Other hard toys e.g. dolls house, climbing frame.	Daily Staff						
classroom-based resources, such as books and games,	After use Staff or children if they are able to.						
Outdoor playground equipment/toys	After Use Staff or children if they are able to						
Resources that are shared between classes or bubbles	After Use Staff and Children if they are able to.						
Books taken off site	When books being taken home/brought back Staff						