**Cleaning – Daily Schedule and Procedure**

* Some surfaces like bathrooms may need cleaning more than once a day. Clean Surfaces when visibly dirty.   
  Use detergent to clean surfaces, rinse and dry.
* Use disinfectant after detergent if surface is contaminated or could be contaminated with potentially infectious material (eg urine, faeces, vomit.)
* Use bleach after detergent for blood spills.
* Clean low shelves and other surfaces not often touched by children weekly or when visibly dirty.

**Week beginning: / / Time:**

| **Kitchen** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- | --- |
| Sweep and mop floor |  |  |  |  |  |
| Wash tap handles, tiles, sinks and basins, bench tops |  |  |  |  |  |
| Tableware, utensils, food equipment after each use |  |  |  |  |  |
| **All Indoor Areas** |  |  |  |  |  |
| Remove garbage from bins |  |  |  |  |  |
| Clean clutter from surfaces |  |  |  |  |  |
| **Children’s rooms** |  |  |  |  |  |
| Sweep and mop hard floors |  |  |  |  |  |
| Wipe benches and clean sinks |  |  |  |  |  |
| Multipurpose tables before and after snacks/meals |  |  |  |  |  |
| **Surfaces the children or adults frequently touch** |  |  |  |  |  |
| Bench tops |  |  |  |  |  |
| Taps |  |  |  |  |  |
| Cots, stretchers and tables |  |  |  |  |  |
| Vacuum carpets/rugs (spot clean if necessary) |  |  |  |  |  |
| Tables |  |  |  |  |  |
| Chairs and High Chairs |  |  |  |  |  |
| Door knobs |  |  |  |  |  |
| Glass sliding doors |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Toys** |  |  |  |  |  |
| Toys and objects put in the mouth |  |  |  |  |  |
| **Mattress covers and linen** |  |  |  |  |  |
| Mattress covers, cushion covers and linen (if each child does not use same mattress cover/linen every day) |  |  |  |  |  |
| **Bathrooms/toilets (including adult toilet)** |  |  |  |  |  |
| Sweep and mop floor including behind the toilets |  |  |  |  |  |
| Wash tap handles, toilet seats, tiles, sinks and mirrors |  |  |  |  |  |
| Scrub toilets with brush inside and out, wipe clean cistern and pipes |  |  |  |  |  |
| Refill soap dispensers/toilet rolls/paper towel if required |  |  |  |  |  |
| **Hallways & Staff room** |  |  |  |  |  |
| Sweep and mop floor and vacuum carpets |  |  |  |  |  |
| **Laundry** |  |  |  |  |  |
| Sweep and mop floor thoroughly |  |  |  |  |  |
| **Sandpit** |  |  |  |  |  |
| Remove human/ animal waste or dangerous objects, expose remaining sand to sun, rake regularly during the day – replace sand completely if heavily contaminated. |  |  |  |  |  |
| **Outdoor Areas** |  |  |  |  |  |
| No dangerous items. Furniture, toys & equipment clean and hygienic |  |  |  |  |  |