

18 PROCEDURE: CLEANING

Aim

To ensure the school environment is clean and tidy.

18.1 Daily commercial cleaning

18.1.1 A cleaner is employed on a daily basis during term time. This involves:

18.1.2 Daily:

Vacuum all classrooms / kitchen floors / staffroom / offices / verandah
 Wet mop and disinfect all linoleum floors.
 Clean and sanitize all toilet amenities.
 Remove finger marks from doors.
 Wipe classroom benches / kitchen surfaces with cleaner sanitizer.
 Remove any rubbish.
 Wipe lunch box shelves in the hallway.

18.1.3 Termly:

Clean windows
 Clean carpets if required .

18.2 Daily cleaning/set up by staff

18.2.1 Before the start of school:

Deck to be swept
 Sandpit to be raked, concrete area swept if needed.
 Check playground for hazards including animal droppings.

18.2.2 After lunch:

Tables to be cleared and wiped.
 Toilets to be checked and cleaned as necessary.
 Floors under and around lunch tables to be swept.
 All dirty linen placed in the laundry basket and included in the daily washing.

18.2.3 After school:

All tables to be wiped and chairs stacked.
 Shelves to be dusted at least once a week.
 All inside equipment to be tidied, replenished and cleaned if necessary.
 In the Bambini's classroom all used equipment should be wiped with antibacterial wipes as necessary.
 All classroom to be left clean and tidy.
 Ensure daily washing is separated as identified and dried appropriately.