



**DOLGEVILLE**  
CENTRAL SCHOOL

## Cleaning Schedules

Derived from guidance document:

# Management of Infectious Disease in Childcare Facilities and Other Childcare Settings

The tables below outline the cleaning methods and frequencies required for the main areas within a childcare facility that need cleaning.

**The following areas within a childcare facility require routine cleaning:**

Walls, floors, windows, window-sills, ceilings, light fittings and covers, doors, including handles, toilets, wash hand basins, cupboards, shelving, radiator and radiator covers, refrigerator, food storage facilities, sinks, tables, including underside and legs, work and play surfaces, chairs, plates, cups, cutlery, toys etc.



# Cleaning Program

<b>General Environment Cleaning Program</b>		
<b>Area/Item</b>	<b>Method</b>	<b>Frequency/Comments</b>
<b>Tables/ window sills / door and cabinet handles</b>	Clean with neutral detergent, warm water and clean cloth	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
<b>High chairs/dining tables</b>	Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
<b>Washable floor covering</b>	Wash with detergent, warm water and clean utensils  Vacuum clean to remove dirt when children are not present.	Daily and immediately if soiled e.g. spillage  Vacuum daily
<b>Carpets</b>	Clean with an approved carpet cleaning method  Vacuum	Clean carpets only when children will not be present to ensure the carpet is dry before next use  Clean carpets at least monthly in infant areas, at least every 3 months in other areas or immediately when soiled  Daily

<b>Small rugs</b>	Laundry	Weekly
<b>Walls/ Ceilings</b>	Clean with warm water and general purpose detergent.  If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers
<b>Waste bins</b>	Empty  Clean with neutral detergent and warm water	Daily  Weekly and immediately if soiled
<b>Mops and cleaning cloths</b>	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 60°C) in a washing machine and then tumble dried	After daily use  After daily use

## Toilet Area Cleaning Program

Area/Item	Method	Frequency / Comments
<b>Wash hand basins, taps, surrounding counters, soap dispensers.</b>	Clean with detergent and warm water.	At least daily and immediately if soiled.  If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
<b>Both sides of toilet seat, toilet handles, doorknobs or cubicle handles.</b>	Clean with detergent and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
<b>Toilet bowls</b>	Use toilet cleaner as per manufacturers instructions.	At least daily and immediately if soiled.
<b>Potties</b>	Clean with detergent and warm water and if soiled, disinfect with a chlorine-based disinfectant with 1000 ppm available chlorine.	Immediately after each use.

## Toy Cleaning Program

<b>Item</b>	<b>Method</b>	<b>Frequency / Comments</b>
<b>Soft toys – if shared.</b>	Machine washed in a hot cycle according to manufacturers instructions.	Daily.  If soiled, take out of use immediately.
<b>Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.</b>	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use.
<b>Other hard toys e.g. dolls house, climbing frame.</b>	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly or immediately if soiled.
<b>Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)</b>	Machine washed in a hot cycle according to manufacturers instructions.	Weekly or after each use if used by different children. Take out of use immediately when visibly soiled.
<b>Blankets and sleeping bags.</b>	Machine wash to manufacturers instructions	Monthly. Take out of use immediately if soiled and machine wash.
<b>Dress-up clothes</b>	Machine wash to manufacturers instructions	Weekly/Monthly according to usage or more frequently if required.
<b>Cots and cot mattresses</b>	Clean with detergent and warm water, rinse and dry.	Weekly, before use by a different child, and immediately if soiled or wet.

# Cleaning Checklist

## Cleaning Checklist

Week starting \_\_\_\_\_

Area /Item to be cleaned	Frequency of Cleaning	Days of the Week							Managers Signature
		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Tables	Daily, after use and prior to food being served	✓ initials	✓ initials	✓ initials	✓ initials	✓ initials			
Window sills	Tw ice Weekly	✓ initials		✓ initials					

# Cleaning Checklist

Week starting: \_\_\_\_\_

Area/Item to be cleaned	Frequency of cleaning	Days of the week							Managers signature
		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Tables	Daily, after use and prior to food being served								
Window sills	Twice weekly								