



## General **Daily** Cleaning Checklist for each site:

1. **Gardens** – Sweep, vacuum where needed/possible, Spray and wipe: all surfaces, large toys and play equipment, doors, any birds or animal poo (20 – 30 minutes in each garden x 3 gardens)
2. **Inside rooms** – Collect any stray toys or equipment in a large container and leave in the middle of each room, Thoroughly clean all tables and chairs (so there are no food traces), spray and wipe all surfaces (window sills, shelving units, equipment tops), all door handles (cupboards and rooms) and push panels, wash all sinks, changing units (under cushion) vacuum all rugs – pick up all rugs and wash floors (30 – 60 minutes in each play/sleep room x 4 rooms in babies, 3 rooms in toddlers, 2 rooms in preschool)
3. **Kitchens and Kitchen areas:** With bleach clean all sinks (including taps), worktops, spray and wipe kettles, dishwasher and fridge fronts and handles, cupboard fronts and handles, drying racks, double check all food stuffs are in closed containers or in fridge, wash floors (kitchen in preschool and toddlers – 30 minutes each, babies 15 minutes)
4. **Bathrooms** – Clean toilet (chemical cleaner) and wipe seat, basin and surrounding walls/splash areas, soap dispensers (replenish if needed), bleach sinks and handles, replace toilet tissue where required, remove junk (cardboard boxes and other rubbish) left in staff toilets (preschool 15 minutes, toddlers and babies 5 minutes)
5. **Utility Area (Toddlers)** – Spray and wipe door handles and push panels, pegs, clean sinks x 2, remove any rubbish/junk, wipe over washing machine, and empty/reload if needed, wash floor (clean shoe box in entrance daily) (10-15 minutes)
6. **Office** – Sweep and empty bin, wipe desks (5 – 10 minutes)
7. **General:** Empty any bins that have not been emptied and wash any smelly bins (every bin should be washed at least once per week), gather stray equipment and resources and leave in containers in the middle of room/garden, ensure any outside equipment/resource are left under cover when you leave, no rugs to be left outside overnight

## General **Weekly** Cleaning Checklist for each site:

1. **Gardens** – Hot soapy water – clean all doors, large play equipment, storage containers. Clean swings with detergent. Preschool: chemical cleaning fluid and hose down full decking, Toddlers and Babies: thorough clean of green grass carpets (Addition 45 minutes in each garden x 3 gardens)
2. **Inside rooms** – Take off everything from shelves, spray and wipe, empty drawers from all units, and wipe inside drawers and units and wall units, move all furniture and clean behind/under each item, Clean soft play with hot soapy water (eg – ball pools). (Extra 30 – 60 minutes in each play/sleep room x 4 rooms in babies, 3 rooms in toddlers, 2 rooms in preschool)
3. **Kitchens and Kitchen areas:** Clean inside of fridges (4 including office) and throw away any rotting food, clean inside of all kitchen cupboards, throwing away anything that looks/smells bad, (Extra 30 minutes)

4. **Bathrooms** – Baby unit only: Clean inside the washing machine soap dispenser, wash out laundry bin, wipe over all shelves (Extra 10 minutes)
5. **Utility Area (Toddlers)** – Clean inside the washing machine, and storage room (spray/wipe, wash floors and windows), clean inside the washing machine soap dispenser (clean shoe box in entrance daily) (Extra 10-15 minutes)
6. **Office** – Spray and wipe all tops and surfaces, clean window and shelves, and wash floor (Extra 20 minutes)

General **Monthly** Cleaning Checklist:

1. Clean all windows (both sides) and blinds (toddlers)
2. Clean all AC filters (10 minutes per AC x 8 AC units)
3. Clean inside cupboards in the playrooms