

Policy Title: Cleaning Policy

Classification: Health & Safety

Monitored by: H&S Advisor

Approved by: GM Operations

Effective Date: June 2021

Review Date: June 2023

Objective: To outline the shared responsibilities that the Association and the teaching team have to keep the kindergarten and resources/equipment clean, safe and hygienic.

Commitment: Hutt City Kindergartens is committed to providing clean, safe and hygienic environments for staff, children and visitors.

Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Kindergarten Cleaning Schedule (attached)
- Illness and Infectious Diseases Policy
- HCK Pandemic Plan

Policy Details:

1. The Association will organise and manage contracts with professional cleaning companies. This cleaning will be provided as per the Kindergarten Cleaning Schedule.
2. The kindergarten team will be responsible for some tasks. These include, but are not limited to:
 - Mopping/sweeping excess mess off the floor. Liquid spills will be cleaned up immediately to avoid slips and falls
 - Cleaning hand basins and toilets during session as necessary
 - Stacking chairs, ready for the cleaner
 - Cleaning learning resources/equipment on a regular basis
 - Laundering kindergarten hats after each use
 - Washing of items used for messy play or the consumption of food and/or drink
 - Cleaning of the fridge, dishwasher, microwave and any other shared equipment
 - Cleaning of individual workstations, including desk, keyboard, mouse etc.
3. Head Teachers are responsible for ensuring that the cleaning done by the professional cleaning company and the teaching team is done to a satisfactory standard.
4. Head Teachers are responsible for ensuring that any furniture/equipment moved during cleaning is properly re-secured for earthquake protection.
5. Cleaning requirements will be increased in response to outbreaks of infectious diseases. Notification for this may come from the Head Teacher, Association management or Regional Public Health.

Review:

This policy will be reviewed biennially, in consultation with staff.

Kindergarten Cleaning Schedule

DAILY Tasks	
RUBBISH	Empty wastepaper and rubbish bins and remove waste to rubbish storage area or from premises and grounds as appropriate. Replace bin liners if necessary – at least once a week
	Wipe out/wash wastepaper bins and rubbish containers
ALL FLOORS (eg: concrete floors in conservatory, porches etc)	Remove loose paper, play dough and other rubbish from floor Spot clean marks, stains and spills with appropriate cleaner where appropriate
CARPETS AND LOOSE MATS	Shake dirt out of any doormats
	Spot clean marks, stains and spills with appropriate cleaner
	Vacuum areas, including under and around furniture. Take care with dirt under edges of mats.
VINYL AND LINO AREAS	Sweep or vacuum all areas, including under and around furniture
	Remove marks, stains, spills, play dough etc
	Wash floors in toilet areas using approved detergent, taking care around toilet pans. Use 1:10 bleach for major spills – 1:100 bleach for general disinfectant – or similar commercial product.
WOODEN FLOOR AREAS	Sweep or vacuum areas, including under and around furniture
	Remove marks, stains and spills, play dough etc
	Wash floors using appropriate cleaner
TOILETS, UTILITY AREAS, PAINT PREPARATION AREAS	Clean and disinfect pans, seats, lids and urinals leaving disinfectant in the toilet bowls overnight. 1:100 bleach is recommended. This must be reconstituted and changed daily.
	Clean and disinfect hand basin, taps, door handles and other fittings. Clean soap dispensers. Spray 1:100 bleach and leave to dry. This must be reconstituted and changed daily.
	Spot clean toilet walls, doors and other surfaces to remove marks, paints, splashes etc
	Clean mirrors and other glazed areas in toilets. Spot clean windows.
	Replenish consumables – soap, paper towels, toilet rolls and bin liners
KITCHENS/TEA ROOMS	Clean bench tops, sinks, taps
	Spot clean walls, doors and other surfaces
	Spot clean any glazed areas –eg glass in doors, windows
ALL AREAS	Clean glass in entry door and entry area
	Spot clean other glass areas and mirrors – watch out for hand prints on lower areas
	Spot wipe walls, doorways, door handles, behind roller towels etc
CLOSING TASKS	Replace all safety plug fittings back into electrical sockets
	Take down chairs ready for next day
	Turn off all taps and make sure plugs not left in sinks or hand basins
	Close and lock all windows and doors
	Turn off lights and any electrical equipment – including heaters
	Lock building and turn on security alarm
GENERAL	Check Communications Book for messages – leave notes as needed
	Report any forced entry, or hazards such as broken furniture, protruding nails, broken glass to kindergarten contact.

WEEKLY Tasks	
RUBBISH	Put rubbish bins at kerbside for local collection
FLOOR AREAS	Roll back mats to clean underneath
	Move items such as trolleys, sofas, etc to vacuum underneath
	Machine buff – if appropriate for the vinyl.
OTHER FLOORS (eg conservatories, entry porches etc)	Wash each week.
TOILETS, WASHROOMS, UTILITY AREAS	Clean ALL walls/surfaces including toilet partitions with disinfectant
KITCHEN	Wipe exteriors of cupboards and appliances in kitchen
ALL AREAS	Clean security sensor lenses
	Dust/wipe ALL flat surfaces & furniture – eg tables, shelves, desks, window ledges etc

TERM END Tasks – in addition to all daily and weekly tasks	
VINYL AREAS	Strip and re-polish following manufacturer’s recommendations – or high speed buffer with nylon pad in accordance with supplier instructions.
KITCHENS/TEA ROOMS	Clean walls, cupboards, drawer fronts, bench tops and other surfaces
ALL AREAS	Clean all walls – dust/wipe or wash down
	Wash all skirting boards
	Clean interior and exterior of windows, doors and panels
	Clean light shades
	Wash/wipe down other surfaces – eg window ledges

Important Notes:

- ✓ **Areas under mats**, corners and edges of rooms need care to stop build up of dust, sand, other dirt etc
- ✓ **HOT WATER** must be used for cleaning – taken from the cleaners sink.
- ✓ **Waste water** must be disposed of in cleaners sink or down an outside drain. Do not tip into kitchen sink, paint preparation sink, or hand basins.
- ✓ **SEPARATE cleaning cloths/mops** to be used for toilet/bathroom areas. DO NOT USE these cloths in the kitchen or any general area of the kindergarten.
- ✓ **DISINFECTANT** used should be equivalent to 1:10 dilute bleach solution. Use this to spray on taps, soap dispensers, toilet door handles etc and leave to dry. This must be reconstituted and changed daily.