

School/ Setting (Cleaner)		Week Commencing:					
Locations		Mon Initials	Tues Initials	Wed Initials	Thurs Initials	Fri Initials	Action required
Entrance doors, hallways, corridors and access doors to areas in use.	All hand contact points wiped and disinfected — door handles, hand plates, latches, handrails, key code entry systems, etc.						
	All hallways and corridors in use mopped/ hoovered and disinfected where possible.						
Dining hall/ hall	Windowsills, Fully swept/fully mopped						
General Areas (Reception, offices, head teachers office, communal areas) Tables, chairs and working surfaces	All surfaces of tables, windowsills, and furniture where there may be contact wiped and disinfected						
	All hard arm rests on chairs and hand contact points to be wiped and disinfected						
Toilet areas Children/ Staff/ Disabled	Wash hand basin, taps, pipes and tiles disinfected						
	Door panels and handles disinfected						
	Hand dryers and light switch disinfected						
	Waste bin disinfected						
	Toilets and urinals and behind units disinfected						
	Disinfect all wall surfaces and floors						
	Clean and disinfect mirrors						
Staff room (capacity of 4)	All surfaces of tables and furniture where there may be contact wiped and disinfected						
	All hard arm rests on chairs and hand contact points to be wiped and disinfected						

School staff		Week Commencing:					
Check list to be completed by the staff working within the childcare setting or end user. This providing staff with a prompt list of areas to be cleaned/ disinfected. This document MUST be adapted to meet the individual settings as equipment may differ.							
Locations		Monday Initials	Tuesday Initials	Wednesday Initials	Thursday Initials	Friday Initials	Action required
Computer/IT equipment	Disinfect desktop and keyboard surfaces						
	Chair armrests and all hand contact points						
<p>It is advised that play equipment is limited to allow cleaning and disinfection to be undertaken on a daily basis. This will assist in the cleaning and disinfection of all equipment used through the day, minimising the risk of spreading the virus. Best practice is to place play equipment into boxes and number these. Where possible select a box at a time and ensure that all equipment within the play box has been cleaned and disinfected.</p> <p>Where outdoor play equipment is being used, this should be limited in numbers e.g. 2 trikes/ bikes to reduce cleaning requirement.</p>							
Small plastic play equipment (Boxes)	Where possible soak all play equipment in Milton over night						
	Cleaned and disinfected all equipment used.						
Outdoor Play equipment – Trikes and bikes	Handles, grips, frame and seat - surfaces wiped and disinfected						
Outdoor play Equipment – must be limited to materials that can be disinfected.	Football, hoops, balls, cones, mud kitchen						

