



## Appendix H: Cleaning Schedule

Area/item to be cleaned	Equipment to be used	Cleaning Product	Frequency	Person responsible	Date and Initials
Bleach solution preparation for kitchen, office, art area and outdoors	Bleach, water and spray bottles labeled for specified area and kept in the kitchen	<b>0.5% hypochlorite</b> 50 mls Value Extra Strength bleach to 350mls water	Daily in the morning, made up in the kitchen	Teachers	
Bleach solution preparation for bathroom	Bleach, water and spray bottles labeled for the specified area and kept in the bathroom	<b>0.5% hypochlorite</b> 50 mls Value Extra Strength bleach with 350mls water	Daily in the morning made up in the laundry	Teacher	
<b>Bathrooms (Colour Code – Red)</b>					
Vinyl Floor	Red broom Red mop and hot water	Floor cleaner	As necessary and Daily	Teachers Cleaners	
	Cut and polish		Yearly	Cleaners	
Toilets	Toilet brush for internal White cloth external	Bleach solution	Lunch time and as required	Teachers	
	Toilet brush and white cloths	Bleach solution	At the end of day	Cleaners	
Hand basins, tap handles & dispensers	White cleaning cloth to be used here first and then to nappy, toilet areas	Bleach solution	Lunch time and as required	Teachers	
			At the end of day	Cleaners	
Mirrors	Paper towels	Bleach solution	Lunch time and as required	Teachers Cleaners	
Nappy changing mat	Paper towels	Bleach solution	After each nappy change	Teachers	
				Cleaners	

Nappy change surfaces, buckets, bins & area			At the end of day		
<b>Area/item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency</b>	<b>Person responsible</b>	<b>Date and Initials</b>
Door handles	Pink cloth	Bleach solution	Daily and as necessary	Cleaner & Teachers	
Tub and shower	Paper towels	Bleach solution	After use	Teachers	
Walls and cupboards	Paper towels	Bleach solution	Spot clean and as required Termly	Teachers Cleaners	
Ceilings			Annually	Cleaners	
Windows	Window cloth	Window cleaner	As required	Cleaners	
Bins	Paper towels	Bleach solution	Daily	Teachers	
<b>Kitchen Areas and Office/Staff room (Colour Code – Blue)</b>					
Vinyl Floor	Blue broom Blue mop and hot water	Floor cleaner	As necessary Daily	Teachers Cleaners	
	Cut and polish		Yearly	Cleaners	
Carpeted areas	Vacuum	Steam cleaned	Daily	Cleaner	
	Commercial carpet cleaner		Twice per year or more as necessary	Professional cleaner	
Bench surfaces	Blue cloth or paper towels	Bleach solution	Both kitchen and kitchenette as necessary after food preparation	Teachers	
Sinks	Blue cloth or paper towels	Bleach solution	As necessary after all food preparation & daily	Teachers	
Tableware & cooking equipment	Dishwasher	Dishwasher powder	As necessary	Teachers	
Dummies, teats and bottles	Dishwasher	Dishwasher powder	As necessary	Teachers	
Lunchbox shelf	Blue cloth	Bleach solution	Daily	Teachers	

Drawers, cupboards and handles	Blue cloth	Bleach solution	Weekly	Teachers	
<b>Area/item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency</b>	<b>Person responsible</b>	<b>Date and Initials</b>
Fridges	Blue cloth	Bleach solution	Daily, as necessary and Termly	Teachers	
Microwaves	Blue cloth	Bleach solution	As necessary and Termly	Teachers	
Oven	Blue cloth	Oven cleaner	As necessary	Teachers	
Dishwasher	Blue cloth	Baking soda	Termly	Teachers	
Door handles	Pink cloth	Bleach solution	Daily and as necessary	Cleaner & Teachers	
Walls	Pink cloth	Jiff when needed Bleach solution	As required Termly	Teachers Cleaners	
Ceilings			Annually	Cleaners	
Cupboards and shelves	Blue cloth	Bleach solution	As necessary and Termly	Teachers	
Bins	Paper towels	Bleach solution	Daily	Teachers	
Windows	Window cloth	Window cleaner	As necessary and Termly	Cleaners	
<b>Office and storage room</b>					
Door handles	Pink cloth	Bleach solution	Daily and as necessary	Cleaner & Teachers	
Counters, surfaces	Blue cloth	Bleach solution	Daily	Teachers	
Telephones	Dampened cloth with	Bleach solution	Weekly	Cleaners	
Laptops and computer				Teachers	
Carpeted areas	Vacuum		Daily	Cleaners Professional Carpet Cleaner	
	Deep clean	Steam cleaned	Twice per year		
Bins	Paper towels	Bleach solution	Daily	Teachers	
Walls and cupboards	Pink cloth	Bleach solution	As necessary and Termly	Teachers Cleaners	
Ceilings			Annually	Cleaners	
Windows	Window cloth	Window cleaner	As required and Termly	Cleaners	

Area/item to be cleaned	Equipment to be used	Cleaning Product	Frequency	Person responsible	Date and Initials
<b>Main room – eating area (Colour Code – Blue)</b>					
Vinyl Floor	Blue broom Mop and hot water	Floor cleaner	As necessary Daily	Teachers Cleaners	
	Cut and polish		Yearly	Cleaners	
Tables	Blue cloths	Bleach solution	As necessary before and after eating and Daily	Teachers	
Chairs	Pink cloths	Bleach solution			
Door handles	Pink cloth	Bleach solution	Daily and as necessary	Cleaner & Teachers	
Walls	Pink cloths	Bleach solution	As necessary	Teachers	
Ceilings			Annually	Cleaners	
<b>Main room – art area (Colour Code – Yellow)</b>					
Vinyl Floor	Yellow broom Yellow brush and shovel Mop and hot water	Floor cleaner	As necessary	Teachers	
			Daily	Cleaners	
	Cut and polish		Yearly	Cleaners	
Tables and chairs	Yellow cloths	Bleach solution	Before and after experiences and as required	Teachers	
Walls and cupboards	Pink cloth	Bleach solution	As necessary and Termly	Teachers and Cleaners	
Door handles	Pink Cloths	Bleach Solution	Daily	Teachers	
<b>Main room – all other areas of play (Colour Code – Yellow)</b>					
Dress ups clothes	Washing machine Hot wash	Fab laundry powder	Fortnightly and as necessary	Teachers	
Hard plastic toys	Yellow cloth or Dishwasher depending on size	Hot soapy water and bleach solution	Fortnightly and as necessary	Teachers	
<b>Area/item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency</b>	<b>Person responsible</b>	<b>Date and Initials</b>

Baby mouthed toys	Dishwasher		Daily and as necessary	Teachers	
Baby soft toys	Washing Machine Hot Wash	Fab Laundry powder	Weekly and as necessary	Teachers	
Wooden toys	Yellow damp cloth with	Bleach solution	Weekly and as necessary	Teachers	
<b>Sleep rooms</b>					
Carpeted areas	Vacuum		Daily	Cleaners	
	Deep clean	Steam cleaned	Twice per year	Professional Carpet Cleaner	
Door handles	Pink cloth	Bleach solution	Daily and as necessary	Cleaner & Teachers	
Ceilings			Annually	Cleaners	
Sheets, blankets, mattress protectors and bags	Washing machine Hot wash	Fab Laundry powder	As necessary and weekly	Teachers	
Cots and mattresses	Pink Cloth	Bleach solution	As necessary and Termly	Teachers	
<b>Outdoors</b>					
Water fountain	Blue cloth	Bleach solution	As necessary and Daily	Teachers	
Door handles	Pink cloth	Bleach solution	Daily and as necessary	Cleaner & Teachers	
Sandpit	Rake Sunshine		As necessary and Daily	Teachers	
All outdoor play equipment	Yellow cloth	Bleach solution	As necessary and Termly	Teachers	
<b>Laundry ( Colour Code – Yellow)</b>					
Vinyl Floor	Yellow broom		As necessary	Teachers	
	Yellow brush and shovel				
	Mop and hot water	Floor cleaner	Daily	Cleaners	
	Cut and polish		Yearly	Cleaners	
Door handles	Pink cloth	Bleach solution	Daily and as necessary	Cleaner & Teachers	
<b>Area/item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency</b>	<b>Person responsible</b>	
Walls and cupboards	Rag	Bleach solution	As necessary and Termly	Teachers Cleaners	
Ceilings			Annually	Cleaners	

Surfaces	Rag	Bleach solution	Daily and after cleaning soiled nappies	Teachers Cleaners	
Dryer	Rag	Bleach solution	Lint removed after every load	Teachers	
Laundry baskets	Rag	Bleach solution	Weekly	Teachers	
Cleaning equipment	Washing machine Hot wash Separately according to the area and colour coding	Fab Laundry powder	After use	Teachers	
Washing machine internal clean	Hot wash, following last soiled wash of the day	Bleach solution	Daily	Teachers	
Washing machine external clean	Rag	Bleach solution	Lint removed daily	Teachers	