

**Gorey Central School**

**Environmental Cleaning Programme**

**2020-21**

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## General Environment Cleaning Programme

Area/Item	Method	Frequency/Comments
<b>Tables</b>	Clean with anti-bacterial sprays and wipes	Daily cleaner and teachers and immediately if soiled i.e. if soiled with blood or body fluids.  Twice weekly with fogging machine
<b>In Classroom: sinks/window sills/door and cabinet handles/light switches</b>	Clean with anti-bacterial sprays and wipes	Daily by cleaner  Twice weekly with fogging machine
<b>Washable floor covering</b>	Sweep  Vacuum clean to remove dirt when children are not present  Wash with detergent, warm water and clean utensils	Vacuumed and washed daily and immediately if soiled e.g. spillage
<b>Carpets</b>	Vacuum  Clean with an approved carpet cleaning method	Daily by cleaner  Clean carpets only when staff will not be present to ensure the carpet is dry before next use  Clean carpets at least every 3 months with an approved carpet cleaner or immediately when soiled.
<b>Walls</b>	Clean with warm water and general purpose detergent.  If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning by cleaner not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by infants
<b>Waste bins</b>	Empty  Clean with general purpose detergent and warm water	Daily by cleaner  Weekly and immediately if soiled by cleaner

Mops and Cleaning Cloths		
Area/Item	Method	Frequency/Comments
<b>Mops and cleaning cloths</b>	<p>Mop heads should be washed in warm water and detergent, rinsed and air dried</p> <p>Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine</p>	<p>After use</p> <p>After daily use</p>

Staffroom Cleaning Programme		
Area/Item	Method	Frequency/Comments
<b>In Staffroom: sink/table/chairs/door and cabinet handles/light switches/kitchen appliances</b>	Clean with anti-bacterial sprays, wipes or warm water and general purpose detergent	After each use of the staffroom. Staff member to clean after morning coffee and cleaner all other times
<b>Cups/Plates/Cutlery</b>	Wash in the dishwasher	After each use Twice weekly with fogging machine

Toilet Area Cleaning Programme		
Area/Item	Method	Frequency / Comments
<b>Wash hand basins, taps, soap dispensers, paper towel dispensers</b>	Clean with detergent and warm water.	<p>At least daily by cleaner and immediately if soiled.</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</p>
<b>Both sides of toilet seat, toilet handles, door knobs or cubicle handles.</b>	Clean with detergent and warm water.	<p>At least daily by cleaner and immediately if soiled</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry</p>

<b>Toilet bowls</b>	Use toilet cleaner as per manufacturer's instructions.	At least daily by cleaner and immediately if soiled.
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### Toy Cleaning Programme

<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 by teacher if used If soiled, take out of use immediately.
<b>Hard toys/items that might be put 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>Cushions</b>	Machine wash to manufacturer's instructions	Fortnightly. Take out of use immediately if soiled and machine wash.
<b>Dress-up clothes</b>	Machine wash to manufacturer's instructions	Weekly/Monthly according to usage or more frequently if required.

## Cleaning Checklist

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

Area/Item to be cleaned	Days of the week							signature
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Tables								
Window sills								
Door handles								
Light Switches								
Floor								
Carpets								
Walls								
Waste Bins								
Mops								
Cleaning Cloths								
Wash-hand basins								
Soap dispensers								
Paper Towel dispensers								
Toilet & bowl								
Handles in toilet								
Soft Toys								
Hard Toys								
Cushions								
Dress-up clothes								