

Cleaning Schedules for Calthorpe Co Garden



Management of Coronavirus and Infectious Disease

All staff to be aware at all times to keep surfaces clear of objects to facilitate daily cleaning. Items to be stored inside draws, cupboards and filing cabinets.

The cafe is not included at the present time until reopening

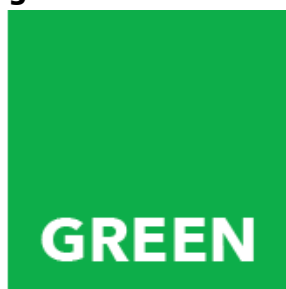
The following areas require routine cleaning:

Walls, floors, windows, window-sills, ceilings, doors, including handles, toilets, wash hand basins, cupboards, shelving, radiators, office desks and chairs, sinks, tables, including underside and legs, work surfaces, chairs.

Colour code for cleaning cloths:



Suitable for
GENERAL LOW
RISK AREAS



Suitable for
GENERAL FOOD
& BAR USE



Suitable for
SANITARY FITTINGS
& WASHROOM
FLOORS



Suitable for
WASH BASINS
& WASHROOM
SURFACES

General Environment Cleaning

Delia daily Monday – Saturday. Mila food bank

GREEN CLOTHS ONLY FOR KITCHEN AND FOOD PREPARATION AREAS

BLUE CLOTHS ONLY FOR TABLES, WINDOW SILLS, CHAIRS AND FURNISHINGS NOT IN KITCHEN

Area/Item	Method	Frequency/Comments
Light switches, door handles, shutter switches	Wipe with anti-viral spray applied on disposable paper towel. Dispose of paper towel in waste bin lined with plastic bag.	Daily and immediately if soiled
Tables/ window sills / office desks	Clean with neutral detergent, warm water and clean cloth	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry Mila – before and after use for food bank
Wooden chairs, office chairs	Wipe with neutral detergent, warm water and clean cloth	Weekly immediately if soiled
Floors	Remove gum, tape or other items as necessary Use broom to remove larger items of debris Vacuum clean to remove smaller items and dust from edges, under radiators, book shelves and furniture Wash with mop using detergent and warm water, changing water frequently	Daily and immediately if soiled e.g. spillage

Glass doors, and internal glass	Use glass cleaner and cloth	Monthly
Walls/radiators Ceilings	Vacuum cobwebs from ceilings and walls Clean with warm water and general purpose detergent	Weekly or if soiled
Light fittings	Wipe with detergent and warm water by standing on the set of steps located in the art room or tool cupboard	Monthly
Waste bins	Empty into purple bag Wipe with detergent and warm water inside and out	Daily Weekly and immediately if soiled
Mops, floor duster and cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried Reusable cloths must be placed in the washing machine and washed on hottest setting. Vacuum dust and debris from floor duster, wash in washing machine only when all debris removed	After daily use After daily use As necessary

Toilet Area Cleaning

Delia daily Monday – Saturday. Named staff daily according to Toilet Cleaning Checklist.

RED CLOTHS ONLY TO BE USED FOR TOILET BOWL AND SURROUNDING AREA

YELLOW CLOTHS ONLY TO BE USED FOR BASIN AREA, DOORS AND WALLS

Area/Item	Method	Frequency/Comments
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<p>Wash hand basins, taps, surrounding counters, soap dispensers.</p>	<p>First wipe with anti-viral spray applied on disposable paper towel. Dispose of paper towel in waste bin lined with plastic bag.</p> <p>Clean with detergent and warm water.</p>	<p>Daily and immediately if soiled.</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</p>
<p>Both sides of toilet seat, toilet flushing button, door handles, light switch or pull cord.</p>	<p>First wipe with anti-viral spray applied on disposable paper towel. Dispose of paper towel in waste bin lined with plastic bag.</p> <p>Clean with detergent and warm water.</p>	<p>Daily and immediately if soiled.</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</p>
<p>Toilet bowls</p>	<p>First wipe with anti-viral spray applied on disposable paper towel. Dispose of paper towel in waste bin lined with plastic bag.</p> <p>Use toilet cleaner as per manufacturers instructions.</p>	<p>Daily and immediately if soiled.</p>
<p>Wall tiles, back of door and laminated posters</p>	<p>First wipe with anti-viral spray applied on disposable paper towel. Dispose of paper towel in waste bin lined with plastic bag.</p> <p>Clean with detergent and warm water.</p>	<p>Daily and immediately if soiled.</p>
<p>Emptying bin</p>	<p>Remove plastic bag from bin without touching contents.</p> <p>Wipe inside and outside of bin with anti-viral spray on disposable paper towel and replace with clean plastic.</p> <p>Place used plastic in purple bin bag.</p>	<p>Daily and immediately if soiled.</p>
<p>Refilling hand soap dispensers, toilet paper</p>		<p>Check daily and refill as required.</p>

Kitchen Cleaning

Delia daily Monday – Saturday.

Mila food bank.

Staff working with public

GREEN CLOTHS ONLY FOR KITCHEN AND FOOD PREPARATION AREAS

Area/Item	Method	Frequency/Comments
Dishes, cups, cutlery, plastic containers	Place in the dishwasher and use hottest wash cycle	Daily or as necessary
Benches , sink area and central island	First wipe with anti-viral spray applied on disposable paper towel. Dispose of paper towel in waste bin lined with plastic bag. Clean with detergent and warm water.	Daily or immediately if soiled
Cooker, food cooking and warming equipment	Clean with neutral detergent, warm water and clean cloth	Mila and food bank staff after each session
Washing aprons, tea towels and cloths	Place in washing machine and use hottest setting	Mila and food bank staff after each session
Floors	Remove gum, tape or other items as necessary Use broom to remove larger items of debris Wash with mop using detergent and warm water	Daily and immediately if soiled e.g. spillage

Gardening & Children's Play Equipment Cleaning

All staff delivering services throughout the week

Item	Method	Frequency & responsibility
Hand tools, plant labels,	<p>Before each session place clean tools on the 'clean' table. Have 'dirty' table in place for used tools and ensure service users are aware of the system.</p> <p>Wipe with anti-viral spray applied on disposable paper towel. Dispose of paper towel in waste bin lined with plastic bag.</p>	Clean items daily following each session
Table tennis bats and balls, badminton, football	Wipe with anti-viral spray applied on disposable paper towel. Dispose of paper towel in waste bin lined with plastic bag.	After each child's use.

Toilet Cleaning Checklist

Week starting: _____

Staff to insert **time** of cleaning in each cell and sign in the last column

	Men's Toilet				Women's Toilet					
	Basin & taps	Toilet seat	Light cord	Soap disp	Table	Basin & taps	Toilet seat	Light cord	Soap disp	Signature
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										

01 June 2020