



Cleaning Routine

Equipment

It is the responsibility of the Manager to ensure that all equipment is in a clean and safe state to be used by children and staff. At a minimum this should be a weekly check.

All staff have a responsibility to ensure that children are never in a position of using equipment which is not obviously clean and as such might be detrimental to their health.

Premises

The school cleaning staff are first and foremost responsible for the cleanliness of the premises. However, it is the responsibility of the Club Manager to ensure that after use the Club Area in the school is left in a clean and tidy state to the same standard it was when the Club moved into the area.

Any difficulty experienced when cleaning the premises should be reported to the Caretaker.

Toilets

These should be quickly checked by the staff on arrival at the premises to ensure that they are clean for use and soap and toilet paper is available. If this is not the case it should be reported to the Caretaker.

When leaving the premises a visual check needs to be made once again to ensure that the toilets are being left to a suitably hygienic standard. It is particularly important to liaise with the Caretaker over this area of the school.

Colour Coding Guidance for Cleaning

Colour coding of cloths buckets and mops is a very important tool in the control of bacteria and thus maintenance of healthy working environment, particularly in food preparation.

These guidelines show the colour code system recommended by the British Institute of Cleaning Science Generally these will be available if necessary from the school cleaning staff

BLUE Used for general cleaning- desktops, walls, ledges and tiles

YELLOW Used for sinks, counters and washroom surfaces

GREEN Used in food processing areas

RED Used in high risk areas for spreading contamination – toilets, urinals etc

GLOVES

Gloves must be selected as appropriate for the task, they should also be colour coded as indicated above.

CLOTHS

The appropriate cloths for each task must be colour coded as indicated above

After use cloths must be washed, dried and then stored so that there is not contact with other colours of equipment.

BUCKETS

All buckets must be thoroughly washed out after use.

MOPS

Mops must be cleaned after use and stood mop head upwards to dry.

Mops of different colours should be separated to prevent cross contamination