

Cleaning Plan

Each bubble has their own set of equipment. In order to ensure good hygiene, the list must be filled out each day and kept. Every week they should be passed to Head Office.

Throughout the day:

Taps and washing facilities
Toilet flush handles and seats
Door handles and push plates
Telephone if used
Kettles
Work Tops

At the end of the day:

Empty all bins (including toilets) into outside bin
Mop Floors (high traffic areas and anywhere needed)
Wipe Tables and Chairs, Worktops
Keyboards, tablets, photocopiers and other office equipment
Mop the gym mat
Telephone equipment
Any Games and Equipment used by the Bubble
Light switches, doors and door switches
Lockers, Cupboard handles
Kettle and Microwave
Fridge/freezer

Vehicles:

Steering wheel, gear stick
Door handles
windows

Vehicles will also be sprayed with the disinfectant fogger

Communal areas

Area	Frequency of cleaning
Banisters	Daily
Landing and entranceway floors	Daily

Weekly Routine by cleaner:

Wipe down the doors
Windows in the classrooms including handles and windowsills
Hoovering of carpets
Mop the hallway and landing
Mop the options floor
Fire call points and extinguishers
Mop the stairs
Clean out the fridges with antibacterial cleaner
Dust and remove cobwebs

Disinfectant fogger:

- Vehicles daily
- Bottisham Site Tuesday
- Barn Wednesday

Cleaning Equipment that each bubble has:

- Paper towels
- Tissues
- Antibacterial Spray
- Antibacterial wipes
- Coloured cloths to be disposed of at the end of each day
- Dettol
- Floor cleaner
- Toilet Rolls
- Hand soap
- Alcohol gel
- Black bags
- Clinical waste bags

Other equipment:

There are different mops for each toilet and:

- Options floor
- Communal areas (hallway and Kitchen)
- Cafe classroom and Kitchen
- Office

– the mops must be left in disinfectant and mop heads changed fortnightly

If you need more equipment you must e-mail Anna