



Procedure: Bathroom Cleaning

Toilet and Bathroom areas are to be cleaned twice daily and when necessary following the procedure below. Cleaning is to be carried out by Stepping Stones Child Care Centre Staff in the middle of every day and in the evening by our contracted cleaners.

All chemicals used in this procedure are to be kept in a locked cupboard or on a high shelf out reach of children.

Gloves must be worn throughout this procedure and must be changed for each area of the bathroom. E.g. A pair for the toilets another pair for basins etc.

Toilets and Partitions:

- Spray S-Clean into the inside of each toilet and clean with a toilet brush. (Toilet brushes are to be stored in a secure cupboard or high shelf when not in use.)
- Spray S-Clean directly onto Toilet brushes over toilets to clean, before storing correctly.
- Spray S-Clean directly onto a new piece of paper towel and clean the outside of each toilet.
- Spray S-Clean directly onto a new piece of paper towel and clean each Toilet Partition.

Hand Basins:

- Spray S-Clean directly onto a new piece of paper towel and clean each hand basin and taps.

Change Mats:

- Spray S-Clean directly onto a clean Pink Micro Fibre cloth and clean each change mat.

Bins:

- Empty nappy bins and paper towel bins and take to hopper.
- Replace garbage liners immediately.
- Spray S-Clean directly onto a new piece of paper towel and clean all areas of the bins.

Windows & Window Ledges:

- Spray S-Clean directly onto a clean Pink Micro Fibre cloth and wipe over door handles and window ledges.
- Spray Glass and Chrome Cleaner directly onto a new piece of paper towel and clean windows.

Children's Bubblers:

- Bubblers are to be cleaned by pouring a bucket of warm soapy water over the basin and tap areas and are to be rinsed with a bucket of clean warm water.

Floors:

- Sweep floor.
- Mop floor using the red mop and bucket, mop buckets are not to be left unattended. (Use the diluted chemical dispenser hose located over laundry sink to fill the bucket with Valencia General Purpose.)
- Put out "Caution Wet Floor" sign.

Restocking Bathrooms:

(All supplies are kept in the laundry, and bathrooms are to be restocked after the completion of the Bathroom Cleaning Procedure.)

- Paper towel
- Wipes
- Paper for nappy changing
- Fill Hand washing dispensers with Silky Hand Wash Soap
- Toilet paper
- Gloves
- Tissues
- Plastic Bags
- Garbage Bags
- Fill Cleaning Spray Bottles (staff to wear gloves and follow "Chemical Handling and Storage Policy")

Wash hands following the Centre's Hand Washing Policy after completing the procedure above. Record on cleaning record chart after completion of the above.

Material Safety Data Sheets for all chemicals are stored in the laundry, kitchen and each classroom. Staff are to follow usage instructions for chemicals located on each chemical spray bottle. Staff members are regularly provided with chemical training facilitated by The Cleaning Warehouse.

Source:

- Dhcs ACT, ACT Childcare Services Standards, February 2009.
- Victoria – Children's Services Regulations 2009.
- Staying Healthy in Child Care, Preventing Infectious Diseases in Child Care, 4th Edition.
- National Childcare Accreditation Council www.ncac.gov.au

This document links to the following CCQA Principles:

Quality Practices Guide (2005) - Principle 6.4

Developed: July 2008
Last Reviewed: 5th November 2009
To be Reviewed: November 2010

Reviewed in consultation with staff, current at April 2009.



Nursery / Tiny Toddlers

Bathroom Cleaning Schedule Record Chart

Staff are to initial when they have completed the Bathroom Cleaning Procedure.

Day	Date	Initials	Day	Date	Initials	Day	Date	Initials
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
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Friday			Friday			Friday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		

Developed: July 2008
Last Reviewed: 12th January 2009



Toddlers / Preschool

Bathroom Cleaning Schedule Record Chart

Staff are to initial when they have completed the Bathroom Cleaning Procedure.

Day	Date	Initials	Day	Date	Initials	Day	Date	Initials
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
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Monday			Monday			Monday		
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Friday			Friday			Friday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		

Developed: July 2008
Last Reviewed: 12th January 2009



Junior Preschool

Bathroom Cleaning Schedule Record Chart

Staff are to initial when they have completed the Bathroom Cleaning Procedure.

Day	Date	Initials	Day	Date	Initials	Day	Date	Initials
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
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Thursday			Thursday			Thursday		
Friday			Friday			Friday		

Developed: July 2008
Last Reviewed: 12th January 2009