



Procedure: Daily Room Cleaning

Listed below are the duties and tasks which must be completed in each room daily. The cleaning duties are to be signed off after completion on the Daily Room Cleaning Checklist.

It is the responsibility of all staff to be involved in completing these duties.

Staff are to spray any chemicals used directly on to a new piece of paper towel for each cleaning duty, following the centre's Chemical Handling & Storage Policy.

Cots & Mattresses – Gloves are to be worn during this procedure. Cot mattresses are to be sprayed and wiped with sanitiser and paper towel at the end of a full time child's week, or after each part time child has used the cot. Bed mattress in the Tiny Toddlers and Toddlers Rooms are to be sprayed and wiped with sanitiser at the end of a full time child's week or after each part time child has used the mattress. Mattresses in the Junior Preschool and Preschool Rooms must be sprayed and wiped with sanitiser after each use, before being stored on the bed hanging frames.

Bubblers- Bubblers in the Tiny Toddlers/Toddlers playground and Junior Preschool/ Preschool playground are to be cleaned by pouring a bucket of hot soapy water over the area, daily whilst completing the Bathroom Cleaning Procedure.

Laundry –Staff are to wash, dry and put away linen on their rooms allocated washing day.

Room Shelves and Benches – Staff are to remove all equipment from the shelves around the sink and wipe over, this includes wiping out the baskets (Nursery and Tiny Toddlers), the sink, the bench area and the front of the cupboards, this is to be done with paper towel and Valencia (Hard Surface Cleaning Product).

Children's Tables & Chairs – Children's tables are to be wiped over before and after morning and afternoon tea. Children's tables and chairs are to be wiped over with paper towel and Valencia (Hard Surface Cleaning Product) during the rest period.

Room Windows- During the rest period, windows are to be wiped over with paper towel and Vision 5 (Window and Chrome Cleaner).

Toy Cleaning- Toys used each day are to be cleaned during the rest period in hot soapy water in the allocated toy sink, any equipment used in the afternoon is to be washed during the following days rest period. Clean toys are to be placed on dish trays to dry on allocated toy cleaning shelf. Nursery and Tiny Toddlers are to use hessian cleaning bags and put in the bottom drawer of the kitchenette dishwasher, cleaning with dishwashing powder.

Store Room- Are to be tidied and swept daily or as necessary

Source:

- Health ACT www.health.act.gov.au
- Staying Healthy in Childcare – 4th Edition

This policy links to the following CCQA Principles:
Quality Practices Guide (2005) - Principle 5.3

Reviewed 26th August 2008



Daily Room Cleaning Checklist

Staff are to initial the cleaning duty after completion

Room: _____

Date																						
Cots & Mattresses																						
Bubblers																						
Laundry																						
Room Shelves & Benches																						
Children's Tables & Chairs																						
Windows																						
Toy Cleaning																						
Store Room																						