## Indoor cleaning checklist for educators

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| **Room** |  |
| **Week commencing** |  |

Educators are to mark each task as completed or confirm it has been completed by professional cleaners.

Additional cleaning and sanitising is required in the event of a confirmed case of an infectious disease (e.g., COVID-19, hand-foot-and-mouth, gastroenteritis, influenza)

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| **Toys and equipment** | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Toys and equipment washed or wiped over with paper towel and hot soapy water solution as needed or after mouthing |  |  |  |  |  |
| Dress up clothes washed regularly, when visibly dirty or obviously contaminated |  |  |  |  |  |
| Removeable cushion covers are changed and washed regularly, when visibly dirty or obviously contaminated |  |  |  |  |  |
| **Room** | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Floor swept after each mealtime or as needed |  |  |  |  |  |
| Tables wiped over with paper towel and cleaning solution before and after each meal time or as needed |  |  |  |  |  |
| Highchairs/ chairs wiped over with paper towel and cleaning solution as needed |  |  |  |  |  |
| Floor swept and/or mopped with cleaning solution as needed |  |  |  |  |  |
| Carpet vacuumed as needed |  |  |  |  |  |
| Cots wiped over with paper towel and cleaning solution at the end of the day |  |  |  |  |  |
| Sheets washed weekly or as needed |  |  |  |  |  |
| Mats placed in labelled slots and wiped weekly with cleaning solution, or wiped after use |  |  |  |  |  |
| Electronic devices wiped over with cleaning solution/sanitiser weekly or as needed |  |  |  |  |  |

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| **Bathroom area** | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Children’s toilets wiped with paper towel and cleaning solution as needed |  |  |  |  |  |
| Sinks wiped over with paper towel and cleaning solution as needed |  |  |  |  |  |
| Nappy change bench and mat wiped over with paper towel and cleaning solution at end of day |  |  |  |  |  |
| Nappy bins emptied at end of day and if full or smelly |  |  |  |  |  |
| Floors swept and mopped as needed |  |  |  |  |  |

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| **Educator signature** | | | | |
| **Monday** | Educator Name |  | Educator Signature |  |
| **Tuesday** | Educator Name |  | Educator Signature |  |
| **Wednesday** | Educator Name |  | Educator Signature |  |
| **Thursday** | Educator Name |  | Educator Signature |  |
| **Friday** | Educator Name |  | Educator Signature |  |

Source: ELV Hygiene and Cleaning Policy