## Attachment 1: Scope of professional cleaning services for ELV centres

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| Area | Method | Frequency |
| Children’s rooms * All surfaces that children have frequent contact with (e.g. bench tops, taps, cots and tables)
* Doorknobs
* Low shelves
 | * Wash with detergent and water.  Follow the manufacturer’s instructions on how much detergent is required.
* Thoroughly rub surface to physically remove germs.
* Rinse the surface with clean water.
* Dry the surface
 | Daily  |
| Floors * Children's rooms – all floor surfaces including mats and rugs
* Bottle prep-area
* Program space / store
* Foyer and airlock

Excluding floors in bathrooms and kitchens – to be treated separately.  | * Vacuum to remove dust and dirt
* Mop areas with detergent and water; wash mop after use
 | Daily  |
| Children’s bathrooms * Tap handles and basins
* Toilet seats and handles
* Doorknobs
* Floors
 | * Wash with detergent and warm water.  Follow the manufacturer’s instructions on how much detergent is required.
* Thoroughly rub surface to physically remove germs.
* Rinse the surface with clean water.
* Dry the surface
* Vacuum to remove dust and dirt
* Mop areas with warm water and detergent; wash mop after use
* replenish consumables (toilet paper, hand soap, hand sanitiser, paper towel)
* Clean walls, doors, and partition
* Clean vents
 | Daily   |
| Rubbish removal All bins excluding sanitary waste  | Empty all bins and reline with plastic bags once cleaned with warm water and detergent.  | Daily  |
| Bottle prep-area * Tap handles and sink
* Bench tops
* Doorknobs

  | * Wash each surface area with hot water and detergent
* Wipe down each surface with a dry clean cloth
* Apply disinfectant solution with single use paper towel
* Air dry
* Replenish consumables (paper towel, gloves, hand soap, hand sanitiser)
 | Daily  |
| Kitchen * Floors, walls, ceilings, rubbish bins, windows, refrigerators, cupboards, shelves, light fittings, cleaning equipment.

Excluding items that need to be both cleaned and sanitised (e.g. preparation benches, food preparation sinks, handwash basins, utensils, cutlery etc.).   | Cleaned according to the instructions provided with the Food Safety Program and Cleaning Procedures.  | Daily   |
| Staff areas and reception * Staff meeting/planning room, office and lounge
* Interview room
* Reception
* All surfaces that have frequent contact (e.g. bench tops, taps, sinks/basins)
* Doorknobs
* Floors
 | * Wash with detergent and warm water.  Follow the manufacturer’s instructions on how much detergent is required.
* Vigorously rub surface to physically remove germs.
* Rinse the surface with clean water.
* Dry the surface
* Vacuum to remove dust and dirt
* Mop areas with warm water and detergent; wash mop after use
* General dusting of surfaces
* Spot cleaning glass/windows
 | Daily   |
| Community and allied health * All surfaces that have frequent contact (e.g. bench tops, taps, sinks/basins)
* Doorknobs
* Floors
 | * Wash with detergent and warm water.  Follow the manufacturer’s instructions on how much detergent is required.
* Vigorously rub surface to physically remove germs.
* Rinse the surface with clean water.
* Dry the surface
* Vacuum to remove dust and dirt

Mop areas with warm water and detergent; wash mop after use  | Daily   |
| Toilets * Toilet seats and handles
* Tap handles and basins
 | * Wash with detergent and warm water.  Follow the manufacturer’s instructions on how much detergent is required.
* Vigorously rub surface to physically remove germs.
* Rinse the surface with clean water.
* Dry the surface
* Vacuum to remove dust and dirt

Mop areas with warm water and detergent; wash mop after use  | Daily   |
| Ancillary areas * Laundry, cleaner’s store
* Tap handles and basins
* Doorknobs
* Floors
 | * Wash with detergent and warm water.  Follow the manufacturer’s instructions on how much detergent is required.
* Vigorously rub surface to physically remove germs.
* Rinse the surface with clean water.
* Dry the surface
* Vacuum to remove dust and dirt
* Mop areas with warm water and detergent; wash mop after use
* Scrub hard floors as per the manufacturer’s recommendations
 | Daily   |
| Carpets and mats   | Steamed cleaned after vacuuming   | Every six months  |

Source: ELV Hygiene and Cleaning Policy