

Bradgate Education Partnership



General

Daily COVID Cleaning Regime for Aug 2021 onwards.

Please monitor and file weekly.

Head Teacher / SLT to review weekly.

RETAIN as RECORD**Daily School Cleaning Checklist PER ROOM:**

Date:

Bradgate Education Partnership

Display per room (Initial and file) Cleaning Schedule During the Day – Aug 21 onwards

Area	Description of task	Priority	Before school Or After school <i>Initial / Date</i>	Lunchtime <i>Initial / Date</i>	
Toilet and toilet cubicles	Clean toilets and door handles.	High			
	Wipe down sink units, basins and taps.	High			
	Mop up any spillages.	High			
	Wipe down toilet flushers.	High			
	Wipe down soap dispensers, hand dryers, hand sanitiser units.	High			
	Wipe down mirrors.	High			
Corridors and circulation areas	Wipe down fob access readers.	High			
	Wipe all door handles, glass panels, door plates and light switches.	High			
	Wipe down push plates.	High			
	Clean glass windows around doors and circulation areas.	High			
Stairwells	Wipe down all banister rails.	High			
	Mop/hover all floors.	High			
	Wipe staircase bannister and glass.	High			
Classrooms –	Wipe all pupil desks and chairs.	High			
	Empty bins and clear rubbish.	High			

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Area	Description of task	Priority	Before school Or After school Initial / Date	Lunchtime Initial / Date	
NB. Check as Teacher / TA should have completed this.	Wipe shared keyboards.	High			
	Wipe down areas and benches in PE changing room.	High			
	Wipe teacher boards and surfaces.	High			
	Wipe light switches				
Staff room	Wipe all appliances and sinks.	High			
	Empty bins and clear rubbish (use lidded bins where possible)	High			
	Wipe furniture down and work surfaces.	High			
Reception/offices	Wipe signing in system.	High			
	Wipe IT equipment and telephone handsets where possible.	High			
	Empty bins and clear rubbish.	High			
	Wipe down printers and office machinery.	High			
	Wipe desks.	High			
Dining hall	Assist in cleaning surfaces before and after breaks.	High			
	Clear up any spillages following breaks.	High			
	Empty bins and clear rubbish.	High			
	Avoid cross-contamination when addressing body fluids spillage.	High			

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			<i>Initial / Date</i>	<i>Initial / Date</i>		
Waste disposal	Double-bag any cleaning waste and used PPE and store securely for 72 hours before disposal. <i>Where possible, establish separate bins for PPE disposal in medical rooms; kitchens; early years area; areas where pupils with SEND are taught/cared for (if their needs are such that PPE is required); site supervisors'/cleaners' base rooms.</i>	High				
Lifts/stair-lifts	Wipe interior and exterior of lift doors and key touch points.	High				
Resources/Equip	Shared equipment – Clean if used, especially 'high touch' items.	High				

Use the Action Plan below to identify and monitor:

- Any concerns / omissions from the above checklist.
- Any additional tasks specific to your site / amendments needed.

Bradgate Education Partnership –Date: <input type="text"/>			
<i>Action Plan (Aug 21 onwards)</i>			
No.	Action Required	Person responsible	Date to be complete by