

PROMOTING HEALTH AND HYGIENE

Cleaning Procedure

At Dundry Pre School we have a cleaning schedule and daily checklist. Working in a shared hall means we need to check daily to ensure the building is safe for use for children, parents and staff.

Daily checklist:

Check	date	sign	comment
Toilet door wedged			
Toilet floor dry			
Toilet & sink clean			
Toilet roll/paper towels /soap			
Door stoppers in place			
Foyer clear and hazard free			
Chairs in hall stacked safely			
Hall floor clean			
Fire exit routes are clear and hazard free			
Classroom clear and hazard free			
Greenroom accessible			

DUNDRY PRE-SCHOOL POLICIES. Ofsted 115251

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During the week we:

	Date	Sign	Comment
Antibac wipe the toilets			
Antibac wipe the sinks			
Disinfect the toilet floors			
Vacuum the foyer			
Sweep the hall floor			
Antibac the kitchen surfaces including boards			
Antibac the fridge			
Antibac the placemats			
Anitbac surfaces in classroom			
Vacuum carpet			
Sweep and disinfect the classroom floor			
Clear work area			
Vacuum greenroom			
Empty bins and recycling			

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Each half term we:

	Date	Sign	Comments
Disinfect Home Area equipment			
Wash dressing up clothes			
Antibac all classroom surfaces			
Disinfect small world toys			
Disinfect construction toys			
Deep clean kitchen			
Check all toys for damage			