

SCHOOL CLEANING INDUCTION AND CLEANING MANUAL

Within this booklet you will find cleaning routine and a schedule detailing the cleaning tasks that are expected to be carried out daily, weekly and during school holidays

*Information for
Cleaners*

Introduction

Welcome to (*insert school name*) cleaning team. We want you to be happy in your work and be proud of the school you work in.

We welcome your ideas on how to improve the way we carry out our cleaning, so if you know or have an idea talk to your Supervisor or Site Manager.

As a member of the cleaning team you will be expected to have a flexible approach to your work and to clean an area to a high standard at all times. To achieve this you will find within this booklet a cleaning routine and a schedule detailing the cleaning tasks that are expected to be carried out daily, weekly and during school holidays.

To ensure that we keep a high standard of cleaning you will undertake training in cleaning chemicals awareness, cleaning procedures and routines as well as health and safety information. A list of training to be undertaken can be found on page three of this manual. The Site Manager/Cleaning Supervisor will monitor your area and inspect it at the end of each week. The Site Manager/Cleaning Supervisor will give One to One cleaning training to all new staff. If your area falls below an expectable standard an Improvement plan will be put in to place , this will detail improvement required, time scale of these improvements and any additional training needs. A set of risk assessments can be found at the back of this booklet.

The school uses a “little and often” cleaning method requiring you to carry out your normal cleaning routine plus an extra task each day. The routine makes it possible to carry out a one week deep clean in the Easter holidays and another one week in the summer holidays, this gives you time to move furniture so carpets and hard floors can be washed and scrubbed.

Training

Training required

- Keeping Children safe in Education (2018)
- Health and Safety Essentials
- Safeguarding of Children
- GDPR Essentials
- Fire Warden

Covering an additional area

From time to time you may be asked to cover an extra area due to a cleaner being absent, when this happens you will be expected to empty the bins, pick up large pieces of rubbish and tidy the area. If a toilet is involved normal cleaning routine must be carried out.

Staff Hand book and Policies

The School staff hand book and policies can be found on the computer network or if you want a paper copy please request it from the Business or Site Manager
The school main telephone number is *(insert phone number)* and its address is *(insert address)*

Time keeping (Clocking In and Out)

You will be issued with an ID/clocking in out card, you must clock in as soon as you arrive on the school site and clock out when you leave. If you forget or mislay your ID / Clocking in card you must sign in with the date and time on the sheet provided in main reception. This is required not only to monitor your time keeping but for Health and Safety reasons too. It ensures that in the case of a fire or emergency the school knows who is on the school site.

Reporting sickness

If you are sick or unable to attend work you must phone the school on the number above, preferably before 8am and leave a message explaining the reason for your sickness. You must contact the school again by 3pm on the same day informing the school when you are expecting to return to work. On returning to work you must report to the Business Manager for a return to work interview.

Doctors/Dentist / Leave of Absents/Other Appointments

Whenever possible make these appointments outside of your working hours i.e. not between 3.30pm and 6pm, if you require leave during your shift you must fill in a leave of absence request before the appointment and return it to the Business Manager.

Confidentiality

During your shift, you may hear conversations or see paper work that is confidential about a child, parent or member of staff. Confidentiality is an obligation for all staff and any breach of confidentiality, inappropriate use of pupils and staff records or computer systems or over hearing a private conversation about a child or member of staff and then repeating the conversation outside the school is a disciplinary offence which could result in your dismissal.

Security

You must not let visitors or contractors on to the school site. If a visitor or contractor requires entry to the school please inform the Business Manager, Site Manager, Cleaning Supervisor or a member of the office staff.

If you lose, mislay or forget your ID card you must report it to the Site Manager / Business Manager or Cleaning Supervisor immediately you arrive on the school site and sign in at main reception

At the end of your shift you will ensure that all windows and internal doors are closed and lights are turned off in your cleaning area

Dress code

Only enclosed shoes are to be worn. No open shoes or sandals are to be worn. You will be supplied with a tabard this must be worn at all times when working. The

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school will also supply you with the Personal Protective Equipment (PPE) required to carry out your work safely.

Allergic reactions or allergy

If you have any allergic reactions or allergy to any of the chemicals or equipment you are using you must stop using them and report it to the Site Manager or Cleaning Supervisor as soon as possible.

Fire alarm

This is an electronic klaxon. On hearing the alarm you must leave the building via the nearest fire exit and report to the assembly point in the playground where a member of staff will take a roll call. Make yourself aware of the fire exits in your area

Cleaning Areas

(Insert Plan of cleaning areas)

Cleaning Equipment

At the beginning of your shift you will be issued with a tray containing clean mops and cloths .At the end of each shift return the tray with the dirty mops and cloths to the cleaning cupboard. If you require any refills of chemicals please put the empty bottles in the tray and the Cleaning Supervisor or Site Manager will refill them before your next shift and issue you clean mops and cloths.

Your cleaning kit will comprise of -:

- Flat Mop and Bucket
- Hoover
- Dust Pan and Brush
- Mop Sweeper
- High level duster
- Green Pad
- Rubber Gloves

Issued daily

- Blue Cloth
- Yellow Cloth
- Red Cloth
- Green Cloth (If area includes a Kitchen)
- Tea Towel (If area includes a Kitchen)
- 2 x Blue Flat Mop Head
- Red Flat Mop Head

Cleaning Chemicals

The Cleaning chemicals you will use are as followed:-

- **Disinfectant ,Hard surface cleaner**(Monday, Wednesday, Friday)

This is used via a spray bottle and used for tables, chairs, touch points, toilets, cisterns cubical walls basin and sinks.

- **Broad spectrum disinfectant,** (Tuesday, Thursday)This is used via a spray bottle and used for tables, chairs, touch points, toilets, cisterns cubical walls basin and sinks.

- **Disinfectant ,Hard surface cleaner** (Tuesday, Thursday)

Disinfectant, Hard surface cleaner is also used diluted in a bucket and applied with a mop to wash all wood and vinyl floors every other day (*Chemical add to water*)

- **Neutral detergent** (Monday, Wednesday, Fridays)

This is used diluted in a bucket and applied with a mop to wash all wood and vinyl floors every other day; this is to stop any build forming for using Disinfectant, Hard surface cleaner. (*Chemical add to water*)

- **Acidic Toilet Cleaner** (daily)

This is applied to the toilet pan and scrubbed with a brush; after the cleaners have finished cleaning the rest of the toilet area the toilet is flushed to remove the toilet cleaner.

- **Odour destroyer** (daily)

This is applied via a spray bottle to the floor area around the toilets at the start of the cleaning shift and removed when floor is mopped

- **Glass cleaner** (daily)

This is applied via a spray bottle to all glass surfaces including mirrors

Infection Control Cleaning

- **Broad spectrum disinfectant for disease control** (as required)

If there is any sign of an outbreak for D&V or other illness that spreads quickly (this information will be given to you by the Site Manager/ Cleaning Supervisor) A Broad spectrum disinfectant is use instead of Disinfectant, Hard surface cleaner. The

SCHOOL Cleaning Induction and cleaning Manual

Broad spectrum disinfectant is applied to all surfaces via a spray bottle and for floors using a mop. This will be carried out until the illness has stop spreading

Toilets

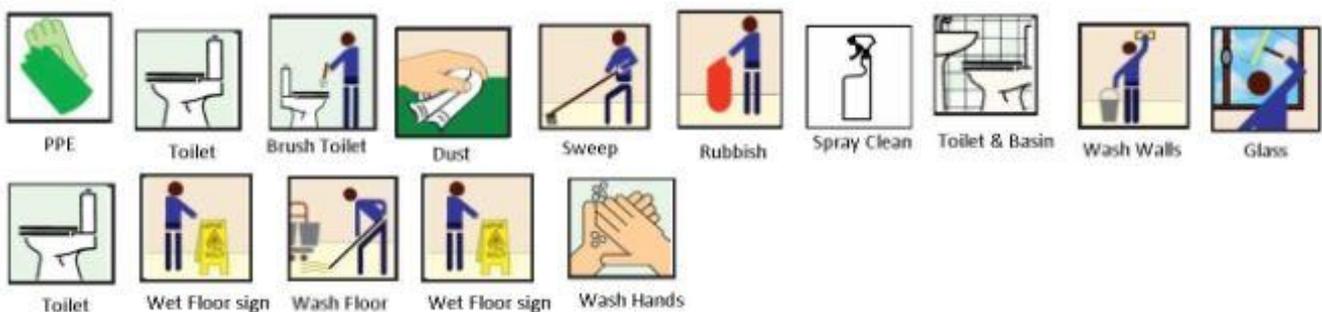
Only Red mop and cloth to be used in toilets and yellow cloths for tiles, basins taps, hand dryers and soap dispensers

Daily

- Flush toilets
- Brush inside of toilet bowls and add daily toilet cleaner
- Dust / clean high and low level #
- Sweep floor and empty rubbish bins
- Spray clean and wipe outside of toilet bowl, cistern, urinals and cubical walls
- Spray clean wipe, tiles, basins taps, hand dryers and soap dispensers
- Clean glass and mirrors
- Check, replenish toilet rolls, soap and hand towels as required
- Flush toilets to remove daily toilet cleaner
- Put out wet floor signs
- Wash floor / mop floor (Scrub ##)
- Wash out mop head
- Turn out lights
- Put away wet floor signs at the end of your shift

Weekly

Easter and summer holidays



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Toilets

Item to Clean	Cleaning Product	Method	Frequency	Completed
Floors - Vinyl	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish, Sweep or hover then damp mop floor</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Toilet Cisterns and Seats	<i>Insert Cleaning chemical</i>	<i>Spray clean and damp wipe removing dirty marks,</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Toilet Pans	<i>Insert Cleaning chemical</i>	<i>Spray clean and damp wipe outside of pan and toilet seat, cover bush clean toilet bowl ,add daily use toilet cleaner</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Cubical Doors and Walls	<i>Insert Cleaning chemical</i>	<i>Spray clean and damp wipe removing dirty marks</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Basins and Taps <i>(yellow cloths to be used)</i>	<i>Insert Cleaning chemical</i>	<i>Spray clean / damp wipe, inside and out de-scale</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Refuse Bins	<i>Insert Cleaning chemical</i>	<i>Remove bin bag, replace new bin bag. remove bin bag to bin area</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Touch points	<i>Insert Cleaning chemical</i>	<i>Spray clean, damp wipe door frames and handles</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Glass / Mirrors	<i>Insert Cleaning chemical</i>	<i>Clean removing any marks</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Consumables	<i>Hand towels, soap, hand gel (Toilet rolls and hand towels</i>	<i>Check and replace Toilet rolls and hand towels</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Skirting Boards, Radiators and Pipes	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Thursday
Toilet Pans	<i>Insert Cleaning chemical</i>	<i>As daily clean but add de-scaler</i>	WEEKLY	<input type="radio"/> Friday
High Level Dusting	<i>Insert Cleaning chemical</i>	<i>Dust and remove cobwebs</i>	WEEKLY	<input type="radio"/> Friday
Floors - Vinyl	<i>Insert Cleaning chemical</i>	<i>Scrub Floor & vacuum up dirty water,</i>	Easter & Summer Holiday	<input type="radio"/> Wednesday <input type="radio"/> Thursday

Class Rooms

Only Blue mops and cloths to be used in this area

Daily

- Dust / clean high and low level #
- Spray clean wipe tables and chairs
- Spray clean wipe ,tiles, sinks ,taps, and soap dispensers
- Spot clean walls
- Spray clean wipe touch points
- Clean glass and mirrors
- Clean windows ##
- Check ,replenish, soap and hand towels as required
- Carpets ,rugs and door entry - pick up large pieces of rubbish and spot clean if required
- Carpets, rugs door and entry mats - Hoover
- Vinyl floors - pick up large pieces of rubbish
- Vinyl floors - sweep floor
- Take out rubbish to bin area
- Put out wet floor signs
- Wash floor / mop floor (Scrub ##)
- Wash out mop head
- Turn out lights
- Put away wet floor signs at the end of your shift

Weekly

Easter and summer holidays



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Item to Clean	Cleaning Product	Method	Frequency	Completed
Floors- Carpets	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish ,Hoover carpets and rugs Hovering under rugs and shelving Spot clean if required</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Floors - Vinyl	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish, Sweep / Hoover ,Hovering under rugs and shelving ,damp mop floor</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Tables, Benching & Chairs	<i>Insert Cleaning chemical</i>	<i>Spray clean and damp wipe removing any glue etc</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Refuse Bins	<i>Insert Cleaning chemical</i>	<i>Remove bin bag, Spray clean, damp wipe bin replace new bin bag. remove bin bag to bin area</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Class Room Sinks and Taps	<i>Insert Cleaning chemical</i>	<i>Spray clean / damp wipe, de-scale around taps & wastes</i>		<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Touch points	<i>Insert Cleaning chemical</i>	<i>Spray clean, damp wipe door frames and handles</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Windows and Glass	<i>Insert Cleaning chemical</i>	<i>Clean removing any marks</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Skirting Boards, Radiators and Pipes	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Monday
Cupboards, Bookcases and Shelving	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Tuesday
High Level Dusting	<i>Insert Cleaning chemical</i>	<i>Dust and remove cobwebs</i>	WEEKLY	<input type="radio"/> Wednesday
Floors- Carpets	<i>Insert Cleaning chemical</i>	<i>Wash all Carpets with carpet cleaning machine</i>	Easter & Summer Holiday	<input type="radio"/> Monday <input type="radio"/> Tuesday
Floors - Vinyl	<i>Insert Cleaning chemical</i>	<i>Scrub Floor & vacuum up dirty water,</i>	Easter & Summer Holiday	<input type="radio"/> Wednesday <input type="radio"/> Thursday

Class Rooms

Offices / Reception

Only Blue cloths to be used in this area

Daily

- Dust / clean high and low level #
- Spray clean wipe desks and dust chairs, keys boards and computers
- Spray clean wipe touch points
- Clean glass and mirrors
- Spot clean walls
- Clean windows ##
- Carpets and door entry mats - pick up large pieces of rubbish and spot clean if required
- Carpets and door entry mats - Hoover
- Take out rubbish to bin area
- Wash / spot Clean Carpets ##
- Turn out lights

Weekly

Easter and summer holidays



PPE



Dust



Spray Clean



Glass



Spot Clean



Vacuum



Rubbish



Wash Hands

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Offices / Reception

Item to Clean	Cleaning Product	Method	Frequency	Completed
Floors- Carpets	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish ,Hoover carpets and rugs Hovering under rugs and shelving Spot clean if required</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Desks	<i>Insert Cleaning chemical</i>	<i>Spray clean / damp wipe /polish</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Waste and Recycling Bins	<i>Insert Cleaning chemical</i>	<i>Remove bin bag, Spray clean, damp wipe bin replace new bin bag. remove bin bag to bin area</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Touch points <i>Push plates, Door & Cupboard Handles, Door Frames, Hand Rails</i>	<i>Insert Cleaning chemical</i>	<i>Spray clean, damp wipe door frames and handles</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Windows and Glass	<i>Insert Cleaning chemical</i>	<i>Spray clean / polish</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Window Sills, Skirting Boards, Radiators and Pipes	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Monday
Cupboards, Bookcases and Shelving	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Tuesday
High Level Dusting	<i>Insert Cleaning chemical</i>	<i>Dust and remove cobwebs</i>	WEEKLY	<input type="radio"/> Wednesday
Floors- Carpets	<i>Insert Cleaning chemical</i>	<i>Wash all Carpets with carpet cleaning machine</i>	Easter & Summer Holiday	

Kitchens (Nursery & Staff Room)

Only green cloths to be used in this area

Daily

- Dust / clean high and low level
- Spray clean wipe Sinks, taps, worktops, microwaves , dish washer ,cooker cupboards and fridge/freezers
- Clean windows ##
- Spot clean walls
- Spray clean wipe touch points
- Clean glass and mirrors
- Vinyl floors - pick up large pieces of rubbish
- Vinyl floors - sweep floor
- Take out rubbish to bin area
- Put out wet floor signs
- Vinyl floors Wash floor / mop floor (Scrub ##)
- Wash out mop head
- Turn out lights
- Put away wet floor signs at the end of your shift

Weekly

Easter and summer holidays



PPE



Dust



Spray Clean



Glass



Spot Clean



Sweep



Rubbish



Wet Floor sign



Wash Floor



Wet Floor sign



Wash Hands

SCHOOL Cleaning Induction and cleaning Manual

Kitchens (Nursery & Staff Room)

Item to Clean	Cleaning Product	Method	Frequency	Completed
Floors - Vinyl	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish, Sweep ,damp mop floor</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Worktops and Cupboard units	<i>Insert Cleaning chemical</i>	<i>Spray clean damp wipe</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Fridge, Freezer, Dish Washer, Cooker, Microwave	<i>Insert Cleaning chemical</i>	<i>Spray clean damp wipe outside</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Waste and Recycling Bins	<i>Insert Cleaning chemical</i>	<i>Remove bin bag, Spray clean, damp wipe bin replace new bin bag. remove bin bag to bin area</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Touch points <i>Push plates, Door & Cupboard Handles, Door Frames, Hand Rails</i>	<i>Insert Cleaning chemical</i>	<i>Spray clean, damp wipe door frames and handles</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Windows and Glass	<i>Insert Cleaning chemical</i>	<i>Spray clean window frames and polish windows removing any marks</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Consumables <i>Hand towels, soap hand gel</i>	<i>Insert Cleaning chemical</i>	<i>Check and replace hand towels, soap and hand gel as required</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Sinks and Taps	<i>Insert Cleaning chemical</i>	<i>Spray clean / damp wipe, de-scale</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Window Sills, Skirting Boards, Radiators and Pipes	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Monday
Cupboards, Bookcases and Shelving	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Tuesday
High Level Dusting	<i>Insert Cleaning chemical</i>	<i>Dust and remove cobwebs</i>	WEEKLY	<input type="radio"/> Wednesday
Floors - Vinyl	<i>Insert Cleaning chemical</i>	<i>Scrub Floor & vacuum up dirty water,</i>	Easter & Summer Holiday	
Fridge, Freezer, Dish Washer, Cooker, Microwave	<i>Insert Cleaning chemical</i>	<i>Clean inside of fridge and microwave</i>	Easter & Summer Holiday	

Staff Room

Only Blue cloths to be used in this area

Daily

- Dust / clean high and low level
- Kitchen as above
- Dust Hoover chairs
- Spray clean tables
- Spray clean wipe touch points
- Clean glass and mirrors
- Clean windows ##
- Spot clean walls
- Vinyl floors - pick up large pieces of rubbish
- Vinyl floors - sweep floor mats
- Take out rubbish to bin area
- Put out wet floor signs
- Vinyl floors - spot mop, wash (Scrub ##)
- Wash out mop head
- Turn out lights
- Put away wet floor signs at the end of your shift

Weekly

Easter and summer holidays



PPE



Dust



Spray Clean



Glass



Spot Clean



Sweep



Rubbish



Wet Floor sign



Wash Floor



Wet Floor sign



Wash Hands

SCHOOL Cleaning Induction and cleaning Manual

Staff Room

Item to Clean	Cleaning Product	Method	Frequency	Completed
Floors - Vinyl	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish, Sweep / Hoover ,under rugs and shelving ,damp mop floor</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Tables and Chairs	<i>Insert Cleaning chemical</i>	<i>Spray clean / damp wipe /polish tables , dust hover chair</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Waste and Recycling Bins	<i>Insert Cleaning chemical</i>	<i>Remove bin bag, Spray clean, damp wipe bin replace new bin bag. remove bin bag to bin area</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Touch points <i>Push plates, Door & Cupboard Handles, Door Frames, Hand Rails</i>	<i>Insert Cleaning chemical</i>	<i>Spray clean, damp wipe door frames and handles</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Windows and Glass	<i>Insert Cleaning chemical</i>	<i>Spray clean / polish</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Consumables <i>Hand towels, soap, hand gel</i>	<i>Insert Cleaning chemical</i>	<i>Check and replace hand towels, soap and hand gel as required</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Fridge, Freezer, Dish Washer, Cooker, Microwave	<i>Insert Cleaning chemical</i>	<i>Spray clean damp wipe outside</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Window Sills, Skirting Boards, Radiators and Pipes	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Monday
Cupboards, Bookcases and Shelving	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Tuesday
High Level Dusting	<i>Insert Cleaning chemical</i>	<i>Dust and remove cobwebs</i>	WEEKLY	<input type="radio"/> Wednesday
Fridge & Microwave	<i>Insert Cleaning chemical</i>	<i>Clean inside of fridge and microwave</i>	Easter & Summer Holiday	<input type="radio"/> Wednesday
Floors - Vinyl	<i>Insert Cleaning chemical</i>	<i>Scrub Floor & vacuum up dirty water,</i>	Easter & Summer Holiday	<input type="radio"/> Thursday

Medical Room

Only yellow cloths to be used in this area

Daily

- Dust / clean high and low level #
- Sweep floor and empty rubbish bins
- Spray clean wipe ,tiles, basins, taps, hand dryers and soap dispensers
- Clean glass and mirrors
- Spot Clean walls
- Check ,replenish soap and hand towels as required
- Put out wet floor signs
- Wash floor / mop floor Scrub ##
- Wash out mop head
- Turn out lights
- Wash out mop head
- Turn out lights
- Put away wet floor signs at the end of your shift

Weekly

Easter and summer holidays



PPE



Dust



Sweep



Rubbish



Spray Clean



Glass



Spot Clean



Wet Floor sign



Wash Floor



Wet Floor sign



Wash Hands

SCHOOL Cleaning Induction and cleaning Manual

Medical Room

Item to Clean	Cleaning Product	Method	Frequency	Completed
Floors - Ceramic Tiles	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish, Sweep or hover then damp mop floor</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Basins and Taps <i>(yellow cloths to be used)</i>	<i>Insert Cleaning chemical</i>	<i>Spray clean / damp wipe, inside and out de-scale</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Refuse Bins	<i>Insert Cleaning chemical</i>	<i>Remove bin bag, replace new bin bag. remove bin bag to bin area</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Touch points	<i>Insert Cleaning chemical</i>	<i>Spray clean, damp wipe door frames and handles</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Glass / Mirrors	<i>Insert Cleaning chemical</i>	<i>Clean removing any marks</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Consumables	<i>Insert Cleaning chemical</i>	<i>Check and replace Toilet rolls and hand towels</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Skirting Boards, Radiators and Pipes	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Thursday
High Level Dusting	<i>Insert Cleaning chemical</i>	<i>Dust and remove cobwebs</i>	WEEKLY	<input type="radio"/> Friday
Floors - Ceramic Tiles	<i>Insert Cleaning chemical</i>	<i>Scrub Floor & vacuum up dirty water,</i>	Easter & Summer Holiday	

Hall

Only Blue mops and cloths to be used in this area

Daily

- Dust / clean high and low level
- floor - pick up large pieces of rubbish
- floor - sweep floor
- Spot clean walls
- Spray clean wipe Chairs
- PE Equipment dust spray clean #
- Spray clean wipe touch points
- Clean glass
- Clean windows ##
- Take out rubbish to bin area
- Put out wet floor signs
- Wood floors - spot mop, wash (Scrub ##)
- Wash out mop head
- Turn out lights
- Put away wet floor signs at the end of your shift

Weekly

Easter and summer holidays



PPE



Sweep



Spot Clean



Spray Clean



Glass



Rubbish



Wet Floor sign



Wash Floor



Wet Floor sign



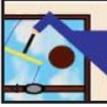
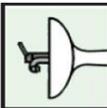
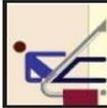
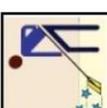
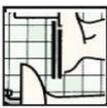
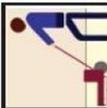
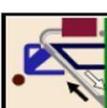
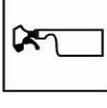
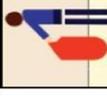
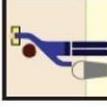
Wash Hands

SCHOOL Cleaning Induction and cleaning Manual

Hall

Item to Clean	Cleaning Product	Method	Frequency	Completed
Floors- Wood	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish , sweep floor damp mop Spot clean or damp mop</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Floors - Door Mats	<i>Insert Cleaning chemical</i>	<i>Pick up large pieces of rubbish, Hoover , spot clean if required</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Tables, Benching & Chairs	<i>Insert Cleaning chemical</i>	<i>Spray clean and damp wipe removing any glue etc</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Touch points	<i>Insert Cleaning chemical</i>	<i>Spray clean, damp wipe door frames and handles</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Windows and Glass	<i>Insert Cleaning chemical</i>	<i>Clean removing any marks</i>	DAILY	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday
Skirting Boards, Radiators and Pipes	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Monday
Cupboards, Bookcases and Shelving	<i>Insert Cleaning chemical</i>	<i>Dust / spray clean damp wipe</i>	WEEKLY	<input type="radio"/> Tuesday
High Level Dusting	<i>Insert Cleaning chemical</i>	<i>Dust and remove cobwebs</i>	WEEKLY	<input type="radio"/> Wednesday
PE Equipment	<i>Insert Cleaning chemical</i>	<i>Dust and remove cobwebs</i>	WEEKLY	<input type="radio"/> Thursday
Floors- Wood	<i>Insert Cleaning chemical</i>	<i>Scrub Floor & vacuum up dirty water,</i>	Easter & Summer Holiday	
Floor - Door Mats	<i>Insert Cleaning chemical</i>	<i>Wash all door mats with carpet cleaning machine</i>	Easter & Summer Holiday	

Pictorial Cleaning Signs

 Wash Hands	 Spot Clean	 Wet Floor sign	 Glass
 Jet Wash	 Basin	 Wet Vacuum	 Polish
 Toilet & Basin	 Buff	 Dust	 Extraction clean carpet
 Vacuum	 Sweep	 Spray Clean	 Brush Toilet
 Machine scrub	 Brush	 Damp Wipe	 Rubbish
 Toilet	 Wash Walls	 Add Chemicals	
 Disinfect	 Wash Floor	 PPE	

How to use a flat mopping system

1. Mix the cleaning chemical and fit the mop head

Put appropriate cleaning chemical (DD10 or Versant or Ultraviolet) into the bucket and add water to the bucket (approximately 10 liters of water is sufficient). Attached the microfiber head to the frame then immerse the entire microfiber head in the bucket and wring out the excess water.

2. Place the microfibre mop face down on the floor first

Then gently place both the frame and handle in the central position. The mop handle should be adjusted so that it is just below chin height. At all times, keep your back straight.

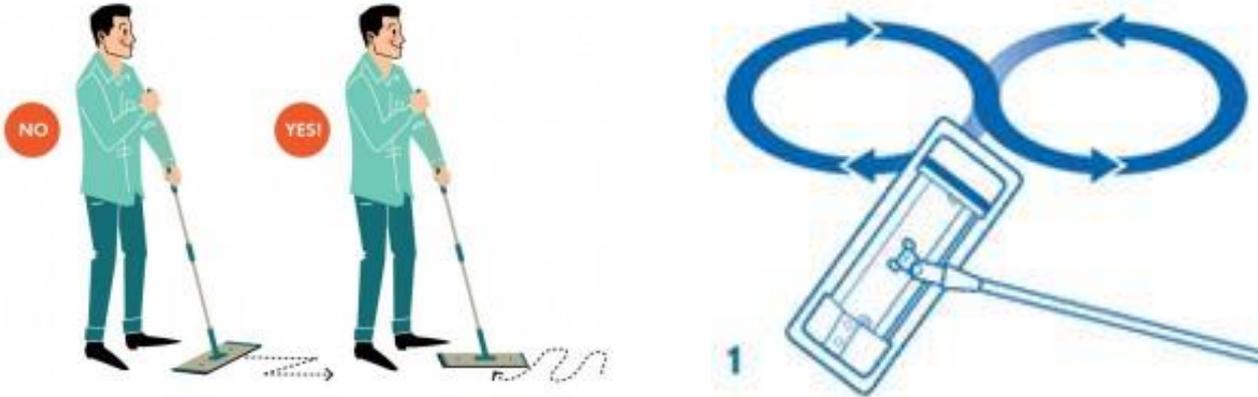


3. Start mopping at the furthest point from your exit

Carefully and systematically work backwards to make sure all areas has been cleaned. It's also an idea to clean detailed edges and corners first before mopping the open larger areas. Similar to how you would if you were painting.

4. Mop in a figure 8 motion, not back and forth

Do not mop back and forth. Instead, mop in a figure-eight motion. Twisting the handle helps to turn the mop. Mopping in a figure-eight motion keeps the same leading edge throughout the process of mopping so that nothing is left behind. The path of the mop should be 1Mt to 1.2Mt wide. You shouldn't need to stretch or reach if the path of your mopping process is the right width.



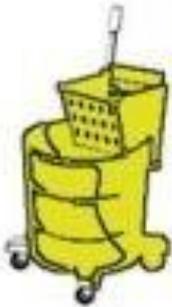
5. Change the mop refills often

Regularly change mops when water is dirty or changing areas so that cross contamination is prevented. Use the right colour coded mop refills be sure to use the right colour in the right area, use blue mops for your general areas and red mops for Toilet areas. It's a much more hygienic way to clean floors.

6. When you've finished mopping, remove the mop head from frame

Do this with gloves on. Remove the mop head and put in your tray for washing .Give the frame or handle a quick wipe if needed.

Colour Coded Cleaning System



**Wash basins and other
washroom services**



**Sanitary appliances
and washroom floors**



**General lower risk areas
(excluding food areas)**



**General food and bar
use**

COSHH

KNOW YOUR SAFETY SYMBOLS / HAZARD PICTOGRAMS



Harmful to the Environment – Hazardous to the environment & causes aquatic toxicity.



Highly Flammable – Gases, aerosols, liquids and solids, such as: Self-heating substances & mixtures; Pyrophoric liquids and solids that may catch fire when in contact with air; Substances which in contact with water emit flammable gases; Self-reactive substances that may cause fire when heated.



Explosive – Self-reactive substances & organic peroxides that may cause explosion when heated.



Oxidising – Gases, solids & liquids, which can cause or intensify fire and explosion.



Toxic / Very Toxic – Handling a chemical that is acutely toxic in contact with skin, if inhaled or ingested, may be fatal.



Corrosive – Corrosive & can cause severe skin burns and eye damage. It is also corrosive to metals.



Harmful / Irritant – Means: Acutely toxic; Causes skin sensitisation, skin & eye irritation; Respiratory irritant; Narcotic (causes drowsiness or dizziness); or Hazardous to the ozone layer.



Gas Under Pressure – Means: Gas under pressure, may explode when heated; Refrigerated gas, may cause cryogenic burns or injuries; or, Dissolved gases.



Longer Term Health Hazards – With one or more of the following: Carcinogenic; Affects fertility & unborn child; Causes mutations; Respiratory sensitiser, which may cause allergy, asthma or breathing difficulties when inhaled; Toxic to specific organs; or, May be fatal or harmful if swallowed or if it enters airways.

General Safety Precautions when using Hazardous Substances

1. Always read the label and follow safety instructions.
2. Use the specified Personal Protective Equipment (PPE)
3. Do not breathe vapours, spray or dust.
4. Avoid skin contact, wash immediately with water.
5. If contact with eyes or mouth occurs, rinse with plenty of cold water and seek medical advice **IMMEDIATELY**.
6. Wash hands thoroughly before you eat, drink or smoke.

'To spill can kill'

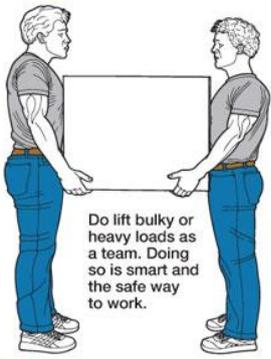
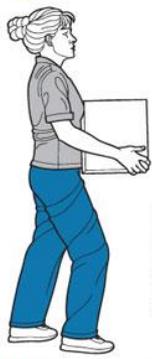
C.O.S.H.H

Control Of Substances Hazardous to Health Regulations 1994

10 GOLDEN RULES

- Be sure you can read the labels and follow the instructions for use.
- Use protective clothing provided.
- Don't mix chemicals. Mixing chemicals can kill.
- Never put chemicals into unmarked containers.
- Never put chemicals into bottles or containers that have other uses, for example, eating or drinking.
- Be sure you know what first aid treatment is required if you accidentally spill chemicals on yourself or others.
- Store all chemicals safely.
- Report any damaged containers, spills or faulty containers to a supervisor.
- Always follow the safety rules and develop safe working practices in the workplace.
- Report anything wrong to your supervisor.

LIFTING DO'S & DON'TS

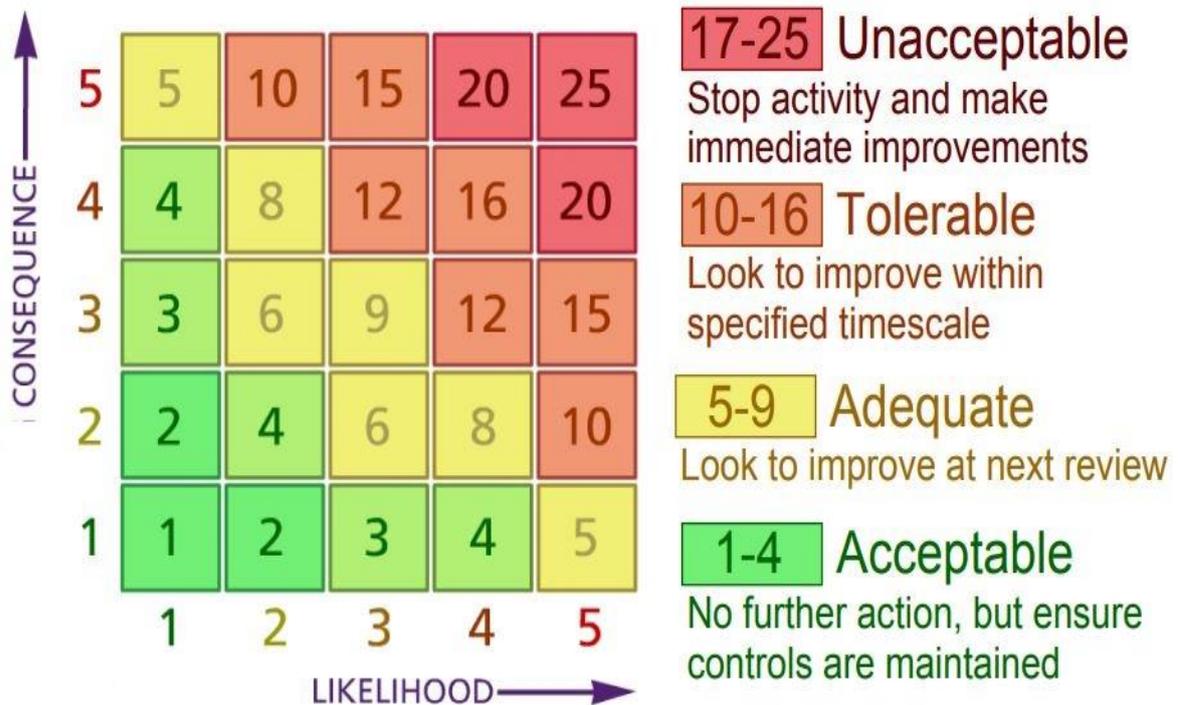
<p>DO LIFT AS A TEAM</p>  <p>Do lift bulky or heavy loads as a team. Doing so is smart and the safe way to work.</p>	<p>DO TURN WITH LEGS</p>  <p>Do move your legs and feet when turning or lowering the load. Avoid twisting at your waist.</p>	<p>DO USE YOUR LEGS</p> <p>Do lift the load using your powerful leg and buttocks muscles. Your feet should be wide apart, head and back upright. Keep abdominal muscles tight and the load in close.</p> 	<p>DO USE EQUIPMENT</p> <p>Do use equipment like hand trucks, dolly's, or forklifts to do the heavy lifting. It's much less work and less risk of injury.</p> 
<p>DON'T LIFT BULKY LOADS ALONE</p>  <p>Don't lift bulky or heavy loads alone. Doing so puts great stress on your low back muscles and spine.</p>	<p>DON'T TWIST WHEN LIFTING</p>  <p>Don't twist when lifting, lowering, or carrying any load as this increases your risk of back injury.</p>	<p>DON'T USE YOUR BACK</p> <p>Don't lift the load with your rear end high and your head low. Use your leg muscles, not your weaker low back muscles.</p> 	<p>DON'T LIFT HEAVY LOADS</p> <p>Don't lift heavy loads when you can use equipment. It is less work and less stress on your low back.</p> 

HOW TO CLEAN YOUR TOILET & URINAL

				
Flush toilet or urinal to remove any debris	Place safety signs	Wear appropriate personal protective equipment	Reduce water level with toilet brush.	Direct nozzle under toilet or urinal rim and apply evenly over the surface.
				
Leave for 2 minutes.	Brush around bowl or urinal - especially around rim and below water line.	Flush. Rinse brush.	Replace brush.	Remove safety signs & ensure chemicals are returned to the storeroom.

(Insert chemical SYPOL COSHH data sheets)

Risk Assessment 5 x 5 Matrix



Likelihood

- 1 = Very unlikely – there's a 1 in a million chance of it happening
- 2 = Unlikely – there's a 1 in 100,000 chance of it happening
- 3 = Moderate – up to 3 days absence
- 4 = Major – more than 3 days absence
- 5 = Catastrophic = death

Consequence

- 1 = Insignificant – no injury
- 2 = Minor – minor injuries needing first aid
- 3 = Fairly likely – there's a 1 in 10,000 chance of it happening
- 4 = Likely – there's a 1 in 1,000 chance of it happening
- 5 = Very likely – there's a 1 in 100 chance of it happening

Consequence X Likelihood = Risk Level

(Insert Risk Assessments)

Cleaning Staff Induction

Please fully read the Cleaning Manual and Induction booklet and return this form Signed and dated to the site manager after you have received all training identified to carry out your work.

I have received a copy of the Cleaning Manual and Induction booklet. I have read and understand my role as a cleaner at (*Insert School Name*). I am willing to under any training that is required by the school for me to carry out my work safely.

I understand that any training must be carried out within first two weeks of employment and every year there after

Name (Print)

Name (Sign).....

Date/...../.....