

Cleaning Procedure

- Staff, students and volunteers adhere to the Nursery's cleaning colour (see Appendix)code to avoid cross contamination
- Ensure all tables and surfaces are cleaned with anti-bacterial spray with the appropriate coloured cleaning cloth before and after serving or preparing meals/food
- Ensure all Milton solutions are changed every morning.
- Staff in each nursery room carry out regular cleaning and sterilising of toys and equipment and keep a record of this
- Each care room sticks to the weekly schedule for washing sheets, blankets (blankets and sheets should be changed more frequently if needed)
- Children's beds should be wiped daily with anti-bacterial spray.
- All water or sand is cleaned up immediately if spilled on the floor using the appropriate coloured equipment and should not be left for the evening cleaners
- Please see individual care room charts for procedures for cleaning up after meals and activities.
- The children's toilets will be checked regularly throughout the day and cleaned as required.
- Every evening (wearing gloves and an apron) wipe all services and sinks in the nappy changing area and bathrooms with anti-bacterial spray and individual correctly coloured cloths and then place cloths in the wash.
- Please remember to empty and clean the dishwasher filter after use at lunch and tea.
- The nappy change units and bins are emptied by staff at the end of each day or as and when required.
- Cleaning procedures will be reviewed and deep cleans carried out following any reports of contagious illnesses.
- COSHH procedures are in place for all chemicals and cleaning products used within the nursery. Aston University also keeps COSHH records for all items used by their cleaners when the nursery is closed.
- Daily checks are carried out and recorded on opening and closing check form.
- Paint pots and activity resources should be cleaned in the room or laundry sinks at the earliest opportunity and should not be left overnight.
- Kitchen cupboards and work surfaces to be cleaner thoroughly with anti-bacterial spray after lunch and tea.
- The kitchen bin must be emptied before it becomes too heavy.
- Internal windows to be cleaned by staff weekly or as required.
- External windows cleaned 3 times a year by arranged contractors.

Daily cleaning and the emptying of bins is carried out by Cleaners from Aston University.

Internal use only

This policy was adopted on	May 22
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	May 23