

PreSchool Room  
Cleaning Procedure

**Week Commencing -**

**Start of day -**

**Please highlight the appropriate box when you have completed the task**

	What to do	After each use	Daily					Morning	Lunchtime	End of Day	Completed by
			M	T	W	T	F				
Tables	Clean and Dettox	√	√	√	√	√	√				
Chairs	Wipe and Dettox		√	√	√	√	√	√	√	√	
Shelves	Wipe and Dettox		√	√	√	√	√			√	
Resources	Wipe and Dettox	Daily Rotation	√	√	√	√	√			√	
Bedding	Use and Wash	Daily Rotation	√	√	√	√	√			√	
Tablets	Wipe and Dettox	√	√	√	√	√	√				
Door Handles	Wipe and Dettox		√	√	√	√	√	√	√	√	
Work Surfaces	Wipe and Dettox	√	√	√	√	√	√				
Door Fronts	Wipe and Dettox		√	√	√	√	√	√	√	√	
Toilets & Potties	Wipe and Dettox	√	√	√	√	√	√				
Changing Unit	Wipe and Dettox	√	√	√	√	√	√				
Static Play Equipment	Wipe and Dettox	Daily	√	√	√	√	√	√		√	
Out Side Resources	Use and Wash	Daily Rotation	√	√	√	√	√				
Bikes	Wipe and Dettox		√	√	√	√	√	√	√	√	
Difuser	Refill & Switch on	Daily	√	√	√	√	√				

End of day