



Kindergarten

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## Kindergarten Cleaning - procedures #PF26

1. The Kindergarten is cleaned thoroughly once a week, cleaners have a clear job description (appendix A)
2. Kindergarten teachers will check toilets during the session and ensure that bathroom and high touch surfaces are cleaned with a bleach solution (12.5 ml in a 500 ml bottle) at the end of each day.
3. Cleaning supplies and equipment for the Kindergarten are kept in the kindergarten cleaning cupboard which is out of reach of the children. The equipment used for cleaning toilets is used only for the toilets and equipment used for floors is used only on floors.
4. The Kindergarten bench areas are kept clean and tidy throughout the week.
5. Washing is done on a regular basis by all teachers.
6. Kindergarten teachers are responsible for their cutlery, plates and cups.
7. The cutlery, bowls and cups used are washed and then placed in the dishwasher to be sterilised.
8. Should a child soil his or her clothes, they are assisted in removing and replacing them after being washed down. The clothes are then carefully bagged and put with the child's things to be taken home. Staff then clean the area as needed and wash hands thoroughly (see separate procedure).
9. Floors around eating areas are swept clear as needed during and after sessions and cleaned and mopped thoroughly by the cleaner.
10. The nappy change table is cleaned after each use with a diluted bleach spray.
11. Rubbish is stored in covered bins that are inaccessible to children and animals. The bins are put out to be collected by the DCC before 8am on Tuesdays along with the recycle bin.
12. Windows and fridges are cleaned at termly working bees.
13. The heat pump filters are cleaned at termly working bees.
14. Staff should check if the dishwasher filters need cleaning on a weekly basis.
15. Rooms are given a deep clean at the termly Working Bee.

Please refer to the Daily Cleaning Schedule

## Dunedin Rudolf Steiner Kindergarten Job Description - Cleaner

### Areas:

Kindergarten classroom, Staffroom and staff toilets and linked corridors, entrance way.

Classroom next to staffroom.

Kindergarten toilets, cloakrooms and laundry area

Expected time to complete – 3 hours a week and is to be done outside kindergarten operating hours

1. Dust all office areas, kindergarten ledges and skirtings and tables if need be.
2. Thoroughly clean all kitchen areas.
3. Dust and wipe shelves in the main kindergarten rooms on a rotational basis so that each area is cleaned at least twice a term.
4. Empty all rubbish bins into red top wheelie bin which is put out for collection at the school gate. Put recycling into recycling bins as appropriate. Clean and disinfect and rubbish bins as necessary.
5. Clean all hand basins, taps and splashbacks with multipurpose spray cleaner and scrubbing sponge. Also clean toddler stool to stand on at basins
6. Wearing gloves, clean all toilets with toilet paper and toilet cleaner, and with toilet brush and cleaner inside the toilet. Also clean toddler toilet seat and potty. If not using disposable gloves then disinfect gloves after use.
7. Vacuum all floor areas, carpeted and hard floors and mats. Vacuum under edges of large carpets and completely underneath smaller mats. Leave the vacuum cleaner emptied (empty dust into outside bin and bang dust bag outside). Return any items moved to their original position.
8. Clean glass on entrance doors, door handles etc
9. Wet mop all hard floor areas using mop and bucket with floor cleaner solution in hot water from shower. Mop kindergarten classroom areas first. Change water prior to mopping toilet areas. Soak mop in mild bleach solution in bucket to clean and disinfect while putting out rubbish. Leave mop clean and squeezed out and store mop end up behind the washing machine.
10. Ensure all cleaning stocks are kept in order, in cleaning cupboard that cannot be accessed by children, and that toilets are stocked with toilet paper and hand towels, and that the office is left a note of any new stocks required or any problems encountered.
11. Shut all doors and leave kindergarten locked with cleaning gear neatly packed away.

**For payment of cleaners, the office provides each cleaner with a template for an invoice for work done. This needs to be completed every two weeks or on a monthly basis so that payment can be made.**

Location of cleaning equipment

- Mop and bucket for kindergarten – mop behind washing machine, bucket in hot water cylinder cupboard
- Cleaning fluids in cleaning cupboard in laundry
- Vacuum cleaner for the kindergarten

Reviewed by: JULIE MACCROD

Sign: J. MacLeod

Date: 8.8.2022 Position: Head

Next review date 8.8.2025

Teacher

# Daily Cleaning Schedule

Room \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

_____ beginning (Date):	<b>AM</b> ♥ Wipe tables before and after morning tea (Multipurpose Spray 1:20) ♥ Bathroom check. ♥ If necessary, mop with Multipurpose solution. (1:50)	<b>PM</b> ♥ Wipe tables and chairs at end of the day (Bleach solution 1:10) ♥ Wipe down bathroom toilets, sinks, taps. ♥ Empty rubbish bins ♥ Spray and wipe kitchen taps and sink, kitchen bench and door handles ♥ Stock paper towels and toilet paper. ♥ Floor check. ♥ If necessary, mop with Multipurpose solution. (1:50)
	<b>AM</b>	<b>PM</b>
<b>Monday</b>	Completed by:  Time:  Signed:	Completed by:  Time:  Signed:
<b>Tuesday</b>	Completed by:  Time:  Signed:	Completed by:  Time:  Signed:
<b>Wednesday</b>	Completed by:  Time:  Signed:	Completed by:  Time:  Signed:
<b>Thursday</b>	Completed by:  Time:  Signed:	Completed by:  Time:  Signed:
<b>Friday</b>	Completed by:  Time:  Signed:	Completed by:  Time:  Signed:

\*The person who completes the cleaning, and the person signing the form may not necessarily be the same person