

LITTLE AND OFTEN CLEANING METHOD

Little and often cleaning method requires cleaners to carry out their normal cleaning routine plus an extra task each day.

*INFORMATION FOR
CARETAKER /
CLEANING
SUPERVISOR /SITE
MANAGER*

Little and often cleaning method

Introduction

Little and often cleaning method requires cleaners to carry out their normal cleaning routine plus an extra task each day. This method is based on approximately 170 square meters an hour for 39 weeks plus 2 weeks deep clean. 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 cleaner's time to move furniture so carpets and hard floors can be washed and scrubbed.

This system uses a flat mopping system. Each cleaner is issued with the following cleaning equipment.

Flat Mop and bucket
Hoover
Dust pan and brush
Mop sweeper or brush
High level duster
Green pad
Box of rubber gloves

Issued daily

1 x Blue Cloth
1 x Yellow Cloth
1 x Red Cloth
1 x Green cloth (If area includes a kitchen)
1 x Tea Towel (If area includes a kitchen)
2 x Blue flat mop heads
1 x Red mop head

Chemicals

1 x Yellow spray bottle containing – Hard surface cleaner
1 x Red spray bottle containing - Broad spectrum disinfectant for disease control
1 x Blue spray bottle containing - Glass cleaner
1 x bottle of - Acidic toilet cleaner
1x spray bottle containing - Odour Neutraliser
1 x spray bottle containing - Spot carpet cleaner
1 x 5lt Neutral Floors detergent (mopping of floors)
1 x 5lt Hard surface cleaner (mopping of floors)
1 x 5lt Floor maintainer (mopping of Hall or wood floors)
1 x 5lts Extraction carpet cleaning (deep clean only)

Little and often cleaning method

At the beginning of each cleaners shift they are issued with a tray containing, clean flat mops and colour code cloths and chemicals required to carry out their cleaning. At the end of their shift the cleaners will return their tray with the dirty mops, cloths and any empty chemical bottles that they require filling for the next day's shift to the Cleaning Supervisor. The cleaning supervisor will then refill any chemical bottles and return them to the cleaner's tray with the clean mops and cloths for the next shift.

The Caretaker or Site Manager will put the dirty mops and cloths in a bucket of chlorite based disinfectant overnight. Every morning the Cleaning Supervisor, Caretaker or Site Manager will wash the mops and cloths in a washing machine at 95c. These are then dried, stored and reissued to the cleaners over the following days.

All cleaners are issued with a cleaning guide and induction manual; this contains cleaning methods statements, risk assessments, COSHH, and manufacturer's instructions on all chemicals and daily, weekly and deep clean schedule. Also a form to sign to say that they had read and understood all the information, this form is then returned to site manager to keep on file.

All cleaner will need the following training;

- Basic health and safety Essentials
- Fire awareness
- Electrical awareness
- Manual handling
- Ladder and steps
- COSHH
- Chemical awareness (Clover)
- Keeping Children safe in education
- Safeguarding of Children
- GDPR
- Little and often cleaning

The Cleaning Supervisor, Caretaker or Site Manager will contact the school attendant's office daily to check if there is any sign of a sickness outbreak in the school. (If more than 5 students across the school are absent with similar illness this will trigger changing to infection control cleaning)

Little and often cleaning method

Little and often cleaning methods

Every day cleaners carry out a full clean of their area, then on each day they carry out an extra daily task

Class Rooms and Corridors (Daily Clean)

1. Spray clean and damp wipe tables and chairs put chairs on top of tables.
2. Spray clean and damp wipe sinks and check soap and hand towels replenish as required
3. Spray clean and damp wipe touch points
4. Remove bin bag, Spray clean and damp wipe bin fit new bin bag
5. Carry out daily task
6. Mop floors were required
7. Pick up large pieces of paper and vacuum clean carpets (spot clean carpet as necessary)

Daily Task

Mondays – High level dusting

Tuesday – Dust, damp wipe window sills and ledges

Wednesday – Dust, damp wipe book case and shelves

Thursday – Dust, damp wipe radiators and pipes

Friday – Spot clean walls, dust, damp wipe skirting boards

Easter and Summer Deep Clean

1. Extraction machine wash Carpets
2. Machine Scrub hard surface floors
3. Clean under furniture

Toilets (Daily Clean)

1. Add toilet cleaner to toilet pan
2. Sprays clean and damp wipe basins, cisterns and toilet pans, urinals
3. Spray clean and damp wipe touch points and spot clean cubical walls
4. Check Soap, toilet rolls, hand towels and replenish as required
5. Sprays clean and dry wipe mirrors and glass
6. Pick up large pieces of paper, sweep floor
7. Scrub inside of toilet pan and flush away toilet cleaner
8. Carry out daily task
9. Mop Floor

Daily Task

Mondays – High level dusting

Tuesday – Dust, damp wipe window sills and ledges

Wednesday – Dust, damp wipe book case and shelves

Thursday – Dust, damp wipe radiators and pipes

Friday – Spot clean walls, dust, damp wipe skirting boards

Easter and Summer Deep Clean

Machine scrub Floors and steam clean cubical walls and all sanitary ware

Offices/ Reception (Daily Clean)

1. Sprays clean and damp wipe desks, telephone's. Computer key boards
2. Spray clean and damp wipe touch points
3. Spray clean dry wipe glass
4. Remove bin bag, Spray clean and damp wipe bin fit new bin bag
5. Carry out daily task
6. Pick up large pieces of paper and vacuum clean carpets (spot clean carpet as necessary)

Daily Task

Mondays – High level dusting

Tuesday – Dust, damp wipe window sills and ledges

Wednesday – Dust, damp wipe book case and shelves

Thursday – Dust, damp wipe radiators and pipes

Friday – Spot clean walls, dust, damp wipe skirting boards

Easter and Summer Deep Clean

1. Extraction machine wash Carpets
2. Clean under furniture

Staff room / Kitchen (Daily Clean)

1. Spray clean and damp wipe tables and work surfaces
2. Spray clean and damp wipe sinks and check soap and hand towels replenish as required
3. Spray clean and damp wipes outsides of fridge, freezer, dishwasher, microwave and cooker
4. Spray clean and damp wipe touch points
5. Spray clean dry wipe glass
6. Remove bin bag, Spray clean and damp wipe bin fit new bin bag
7. Carry out daily task
8. Mop floors were required
9. Pick up large pieces of paper and vacuum clean carpets (spot clean carpet as necessary)

Daily Task

Mondays – High level dusting

Tuesday – Dust, damp wipe window sills and ledges

Wednesday – Dust, damp wipe book case and shelves

Thursday – Dust, damp wipe radiators and pipes

Friday – Spot clean walls, dust, damp wipe skirting boards

Easter and Summer Deep Clean

1. Extraction machine wash Carpets
2. Machine Scrub hard surface floors
3. Clean under furniture

Medical Room (Daily Clean)

1. Spray clean and damp wipe all surfaces
2. Spray clean and damp wipe sinks and check soap and hand towels replenish as required
3. Spray clean and damp wipe touch points
4. Spray clean dry wipe glass
5. Remove bin bag, Spray clean and damp wipe bin fit new bin bag
6. Carry out daily task
7. Mop floors were required
8. Pick up large pieces of paper and vacuum clean carpets (spot clean carpet as necessary)

Daily Task

Mondays – High level dusting

Tuesday – Dust, damp wipe window sills and ledges

Wednesday – Dust, damp wipe book case and shelves

Thursday – Dust, damp wipe radiators and pipes

Friday – Spot clean walls, dust, and damp wipe skirting board

Easter and Summer Deep Clean

1. Machine Scrub hard surface floors
2. Clean under furniture

Hall (Daily Clean)

1. Sprays clean and damp wipe tables
2. Spray clean and damp wipe touch points
3. Spray clean dry wipe glass
4. Remove bin bag, Spray clean and damp wipe bin fit new bin bag
5. Carry out daily task
6. Sweep / mop floor if required
7. Buff floor as required

Daily Task

Mondays – High level dusting

Tuesday – Dust, damp wipe window sills and ledges

Wednesday – Dust, damp wipe book case and shelves

Thursday – Dust, damp wipe radiators and pipes

Friday – Spot clean walls, dust, and damp wipe skirting board

Easter and Summer Deep Clean

1. Machine Scrub floors
2. Apply polish to wood floors

Infection control cleaning

Broad spectrum disinfectant for disease control (as required)

If there is any sign of an illness spreading (this information will be given to you by the attendant's office and explained above) a Broad spectrum disinfectant is use instead of Disinfectant, Hard surface cleaner and Neutral detergent Floor cleaner. Broad spectrum disinfectant is applied to **all surfaces** paying special attention to touch points via a spray bottle and removed with damp cloth and for floors using a mop. This will be carried out until the illness has stop spreading

The cleaners use the following chemicals:-

- **Disinfectant ,Hard surface cleaner (Mondays', Wednesday's and Friday's)**

This is use via a spray bottle and use for tables, chairs, touch points, toilets, cisterns cubical walls basin and sinks and removed with a damp cloth

- **Broad spectrum disinfectant for disease control (Tuesdays and Thursdays)**

This is use via a spray bottle and use for tables, chairs, touch points, toilets, cisterns cubical walls basin and sinks and removed with a damp cloth.

- **Neutral detergent Floor cleaner (Mondays', Wednesday's and Friday's)**

This is use 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 Ultraviolet.

- **Disinfectant ,Hard surface cleaner Floors (Tuesdays and Thursdays)**

Ultraviolet Disinfectant, Hard surface cleaner is also use diluted in a bucket and applied with a mop to wash all wood and vinyl floors every other day

- **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 and urinals 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 and removed with clean cloth

- **Floor maintainer (As required)**

This is applied via a spray bottle for buffing or mop for damp cleaning

- **Extraction Carpet cleaner**

This is applied via an Extraction carpet cleaning machine