



## Common Cleaning Duties at Kindergartens & Pre- Schools

### Rooms (including sleep rooms and Infants room)

- Spot clean and remove finger marks all doors, panels & partitions
- Clean and wipe washroom sink, taps, tubs and surrounds
- Clean and sanitise desks, door, door handles, light switches and power points
- Clean and sanitise all kids accessible surfaces
- Spot clean marks from walls, cupboards and cabinets
- Dust and/or Damp wipe skirting boards, window sills and ledges
- Remove cobwebs
- Vacuum all carpeted areas, corners and edges
- Mop hard floors
- Dust shelves and bag shelves
- Vacuum and mop kitchen and washroom floor
- Clean and wipe washroom sink, taps, tubs and surrounds

### Rubbish

- Empty waste paper and rubbish containers from the premises to collection point
- Replace Bin Liners

### Entrance

- Pick up any debris
- Dust skirting boards, window sills and ledges
- Spot clean and remove finger marks from entrance glass
- Clean and sanitise door handles, light switches and power points
- Vacuum floor surfaces, corners and edges
- Mop hard floors
- Cleaning of the Sandpit area outside

### Offices and/or Staff Room

- Spot clean marks from walls, cupboards and cabinets
- Clean and Sanitize door handles, light switches and power points e Spot clean marks from walls, cupboards and cabinets
- Dust skirting boards and partitions
- Remove cobwebs
- Vacuum all floors, corners and edges
- Dust all desk areas including computer hard drives between desks

### Kitchen

- Pick up any debris e Wipe lids to rubbish bins
- Clean and sanitise door handles, light switches & power points
- Clean and wipe sink, taps, bench tops and surrounds Clean outside refrigerator, microwave and fittings
- Spot clean marks from walls, cupboards and cabinets



- Dust and/or Damp wipe skirting boards, window sills and ledges
- Remove cobwebs
- Vacuum all floors, corners and edges
- Mop hard floors by bench

### **All Toilets and Washroom**

- Pick up any debris
- Wipe lids to rubbish bins
- Clean and sanitise door handles, light switches & power points
- Clean and wipe sink, taps, vanity tops and surrounds
- Clean and remove marks from mirrors
- Spot clean and remove marks all doors, panels & partitions Clean and sanitise toilet seats, pans lids and surrounds
- Vacuum and hot mop all floor surfaces

### **Replenish**

- Hand towels
- Toilet paper

**The cleaning duties can be customised according to our client's need**