



# Cleaning Schedule 2021

This document is to ensure that all staff and parents are advised on the cleaning management of The Garden Daycare Centre (TGDC).

Staff or personnel employed by the school for cleaning must wear personal protective equipment such as masks and disposable gloves and must wash hands after cleaning is complete.

Note: [Mortimer A2Z Disinfecting Glass & Multi-Surface Cleaner](#)<sup>1</sup> and [Mortimer Fresh Breeze TB](#)<sup>2</sup> are EPA approved disinfectants. This is the sole brand TGDC will use for cleaning in the centre. We will also use Everwhere cleansing wipes which are not EPA approved.

<b>General Cleaning:</b>		
<b>Area/Item</b>	<b>Method</b>	<b>Frequency</b>
Carpets	Vacuum clean to remove debris when children are not present  Use UV disinfectant light wand after hours  Clean with approved cleaning method (or have professionally cleaned)	Daily (halls)  Immediately if soiled. Every three (3) months.
Cleaning Equipment	Microfiber mop pad will be washed in laundry machine with hot water and detergent.  Vacuum will be emptied after every use.  Reusable cloths will be machine washed on hot cycle and placed in dryer (not air dried)	Daily  Daily - foam filter should be cleaned weekly and replaceable filter as per manufacturer's instructions  Daily
Door knobs	Wipe with the EPA approved disinfectant spray <sup>2</sup> .	Daily

Floors	Vacuum clean to remove debris when children are not present  Microfiber pad using disinfectant solution.	Daily  Daily and immediately if soiled
Light Switches	Wipe with clean disinfectant <sup>1</sup>	Daily
Tables and chairs (non-fabric)	Clean with disinfectant <sup>2</sup>	Daily and immediately if soiled  Weekly
Trash bins (always lined with bags)	Empty  Clean with disinfectant <sup>2</sup>	Daily  Weekly or immediately if soiled
Walls	Clean with disinfectant <sup>1</sup>	Daily wipe down for areas of frequent contact.
Windows (including frames)	Clean with disinfectant <sup>1</sup>	Bi-weekly

<b>Bathroom Cleaning:</b>		
<b>Area/Item</b>	<b>Method</b>	<b>Frequency</b>
Potties	Clean with disinfectant <sup>2</sup>	Immediately after each use
Sinks, taps and countertops	Clean with disinfectant <sup>1</sup>	If soiled and after use  Daily when children are not present
Toilets (handles, seat outside of toilet bowl, cubical dividers)	Clean with disinfectant <sup>2</sup>	Daily: before lunch, during afternoon nap time, after nap. Immediately if soiled  Daily when children are not present
Toilet bowls	Clean with toilet bowl cleaner as per manufacturer's instruction	Daily and immediately if soiled

**Bedding and Toy Cleaning:**

<b>Item</b>	<b>Method</b>	<b>Frequency</b>
Cots	Spray with disinfectant <sup>2</sup>	Daily after nap
Cot sheets	Machine wash on hot cycle and place in dryer (not air dried). With Ecos Baby Detergent.	Weekly and immediately if soiled Removed daily and stored in labeled personal sealed bag
Doll house or other larger hard toys	Lysol after each use Clean with disinfectant <sup>2</sup>	After each use Weekly and immediately if soiled
Dress up clothing	Machine wash on hot cycle as per manufacturer's instructions Sprayed with Lysol after each use.	Weekly and immediately if soiled Sprayed with Lysol after use.
Hard toys	Clean with disinfectant <sup>2</sup> and warm water, rinse and air dry	After each child's use (rotational toy use)
Soft toys	Machine wash on hot cycle as per manufacturer's instructions	Daily and immediately if soiled

<b><i>Kitchen Cleaning (area is off limits to children)</i></b>		
<b>Area/Item</b>	<b>Method</b>	<b>Frequency</b>
Handles (cupboards and fridge)	Wipe with cleaning wipe (Everwipe Surface Care Cleaning Wipes)	Daily
Sink and countertop	Clean with disinfectant <sup>2</sup>	Daily

In the event of a Covid-19 outbreak cleaning will not commence for at least 24 hours to allow for the viral load to decrease. Cleaning and sanitizing the school will commence by:

1. Opening all windows and doors.
2. Clean with disinfectant <sup>2</sup> and warm water where applicable (not light switches).
3. Disinfect using an EPA approved disinfectant<sup>1&2</sup> and/or diluted bleach solution (4 teaspoons bleach to 1 quart of water).
4. Carpets must be laundered with approved carpet cleaner and set outside to dry.
5. Trash and PPE from the cleaning will be held for 72 hours in a secure location on the property. This will be double bagged.
6. Cots will be removed and clean as per above requirements.
7. Cloths, cot sheets and other fabric items will be double bagged and machine washed.

### **Definitions**

Disinfectant – Mortimer Glass & Multi-Surface cleaner <sup>1</sup>  
Mortimer Fresh Breeze TB <sup>2</sup>

*134 Middle Rd  
Devonshire  
DV 20*

*PO BOX 22  
DV BX  
Devonshire DV 20*

*Email: [hello@thegardenbda.com](mailto:hello@thegardenbda.com)  
Website: [www.thegardenbda.com](http://www.thegardenbda.com)  
Telephone: +1 441 747-8432*