

CLEANING

NEST

Toilet/changing room

Empty bins, wipe round bins.

Clean toilet- bowl, seat, cistern and flush handle

Clean sinks and taps, wipe around tiles.

Mop floor all over- behind toilet, under sink, under work top, move bins to mop under

Quiet area

Vacuum floor

Sleep room

Vacuum floor

Wipe windowsill

Large playroom

Clean sink and taps

Clean mirror

Mop floor all over with clean water with flash, move furniture to wash under.

Rinse floor with fresh clean water.

CYGNET ROOMS

Front room, wipe tables and windowsills

Sweep floor then mop all over, move coat racks and tables to clean under.

Back room. Empty bins, wipe round bins

Wipe tables, work top and windowsill.

Vacuum carpet move tables to clean under.

ENTRANCE

Vacuum hall and stairs

Wipe round telephone

Mop front porch

Wipe around windowsills and door furniture.

SWAN ROOMS

Front room- Empty bins

Vacuum floor, move tables etc. to clean under

Wipe tables, fireplace and windowsills.

Back room- Empty bins

Wipe tables

Sweep and mop floor, move furniture to clean under

Clean patio doors

Conservatory- Wash windowsills

Mop floor, move furniture to clean under, ask nursery staff for help with heavy items
i.e. house and paper trolley, if necessary.

KITCHEN

Wipe round worktops and windowsills
Clean sinks, taps and bowls
Empty bins
Sweep and mop floor

STAFF TOILET

Clean toilet, sink and taps.
Replace toilet roll if necessary
Replace roller towel if necessary
Replace soap dispenser when empty
Mop floor

STAFF ROOM/OFFICE

Vacuum floor
Wipe down windowsills

CHILDRENS TOILETS

Clean toilets:- pan, cistern, flush handle and toilet seat
Clean sink inside and outside of sink bowl
Clean taps
Wipe tiles and windowsill
Wipe down toilet doors and clean toilet door handles inside and out
Replace toilet rolls, roller towel and soap when necessary.
Mop floor all over especially behind toilets
Empty bin.

WHOLE NURSERY

On a less regular basis:- Clean skirting boards, door handles, architrave around doors,
Banister and spindles and cobwebs from ceilings and lights.

GENERAL

Spray cleaner to be used for tables, work surfaces, sinks toilets and doors.
Flash to be used for floors
The mop bucket should be filled from the low sink in the kitchen until the butler sinks
Are connected.
A clean bucket of flash/water should be used for each room and the mop should be
rinsed each time. Dirty water must be emptied down the toilet not into the sink.