

**CLEANING ACTION PLAN TEMPLATE -**

AREA	Action required	Action to be completed after every touch / contact OR at least every hour – Initial / date / time			
		START	TIME	TIME	CLOSE
<b>Office / Workstations</b>	Desk, Printer, keyboard, LT's, telephones, walkie talkies, mobile – All key appliances need to be cleaned down as per the guidelines detailed within the policy document				
<b>Fridge / Appliances</b>	cleaned as per the guidelines detailed within the policy document				
<b>Toilets – Girls and Boys</b>	Check that all soap dispensers are full and are operating correctly, all towel dispensers must be kept fully stocked. If either of these items are missing the Janitor must be informed immediately to replace them. Any spillages identified must be reported as per guidelines and checked once cleaning has taken place.				
<b>Playrooms</b>	All tables and chairs must be cleaned prior to the service commencing, and continuously throughout the service. All key entrances and exit hand plates / door handles must be cleaned again on a frequent basis. Computer equipment for example controllers, monitors, keyboards, games etc... General games / equipment used that day must be cleaned thoroughly before and after use. T.V's DVD players and DVD cases again must always be cleaned before and after use. General equipment used at any time throughout the service				
<b>Gym and Outdoor areas</b>	All key items such as those listed below must also be cleaned thoroughly as per the above guidelines Gym Benches / Doors / Any outdoor equipment used / Stage areas / Bins (Must be of the pedal sort)				