

# Lord Grey Academy

## Cleaning Schedule

### Covid-19 - September 2020

Cleaning is of paramount importance to Lord Grey Academy to help reduce the transmission of the virus through frequently touched objects. We have two teams of cleaners; Daytime Cleaners and Evening Cleaners operate in a shift pattern to provide cover and support to the school. The daytime cleaners concentrate their efforts on a continuous rotation of the high traffic and high demand areas, across the school. The evening cleaners have an allocated area of the school they are responsible for cleaning thoroughly. Both teams support each other and cover additional areas of the school as required.

Location	Description	Frequency & Who	Action
All	High frequency areas	Continuous by Daytime and Evening cleaners	<ul style="list-style-type: none"> <li>• Replenish soap dispensers</li> <li>• Replenish Hand sanitiser dispensers and bottles</li> <li>• Replenish disposable paper towels</li> <li>• Clean external sinks</li> <li>• Clean external water fountains - only used to fill up student's water bottles</li> <li>• Empty external sink bins</li> </ul>
Entrances, hallways, corridors and stairs	High frequency areas.	Continuous rotation by Daytime cleaners	<ul style="list-style-type: none"> <li>• Door hardware - handles, push panels, push and pull bars cleaned</li> <li>• Entrance door glass and handles cleaned</li> <li>• Glass in doors, partitions and interior door glass cleaned</li> <li>• Door edges cleaned</li> <li>• Banisters cleaned</li> <li>• Light switches cleaned</li> <li>• Bins emptied</li> <li>• Floors and staircases swept</li> <li>• Spot cleaning soiled areas of carpet</li> <li>• Carpets vacuumed, where needed</li> </ul>
		Daily by Evening cleaners	Above plus <ul style="list-style-type: none"> <li>• Vinyl and tiled floors mopped (excluding staircases)</li> <li>• Chewing gum removed</li> <li>• Staircase floors mopped</li> </ul>
		Minimum once a week. Evening cleaners.	<ul style="list-style-type: none"> <li>• Vents, lights, pipes, window blinds and door frames dusted</li> <li>• Window sills and side work surfaces cleaned</li> <li>• Barrier matting/mat wells cleaned</li> </ul>

Toilets & Changing Rooms	These are high traffic areas as well as susceptible to bacteria and germs and require regular disinfecting.	Continuous rotation by Daytime cleaners	<ul style="list-style-type: none"> <li>• Toilets including seats cleaned</li> <li>• Walls/paintwork washed and remove any graffiti</li> <li>• Sinks, hand basins, drinking fountains (to fill water bottles only) cleaned</li> <li>• Toilet fixtures and fittings cleaned</li> <li>• Cubicle doors and door hardware - handles, push panels, push and pull bars cleaned</li> <li>• Glass in doors, partitions and interior door glass cleaned</li> <li>• Door edges cleaned</li> <li>• Light switches cleaned</li> <li>• Mirrors cleaned</li> <li>• Bins emptied</li> <li>• Floors swept</li> <li>• Barrier matting cleaned</li> </ul>
		Daily by Evening cleaners	Above plus <ul style="list-style-type: none"> <li>• Floors mopped</li> </ul>
		Minimum once a week Evening cleaners.	<ul style="list-style-type: none"> <li>• Window sills cleaned</li> <li>• Vents, lights, pipes and door frames dusted</li> <li>• Wall tiles cleaned</li> <li>• Partitions and cubicle doors cleaned</li> <li>• Descale toilet sanitary ware</li> <li>• Check drains and clean if necessary</li> <li>• Scrub floor.</li> </ul>
Classrooms	Shared surfaces by a variety of year groups for teaching and learning.	At the end of each lesson by students and teaching staff	Clean with antibacterial spray with paper towels or antibacterial wipes <ul style="list-style-type: none"> <li>• Teacher and student desks, surfaces and chairs</li> <li>• Specialist equipment - Science, DT, shared resources</li> </ul> Clean with antibacterial dry wipes <ul style="list-style-type: none"> <li>• Technology equipment - monitors, keyboards and mice</li> </ul>
		When classroom is off timetable by Day time cleaners	<ul style="list-style-type: none"> <li>• Door hardware - handles, push panels, push and pull bars cleaned</li> <li>• Classroom fixtures and fittings cleaned</li> <li>• Glass in doors, partitions and interior door glass cleaned</li> <li>• Door edges cleaned</li> <li>• Light switches cleaned</li> <li>• Bins emptied</li> <li>• Mirrors cleaned</li> <li>• Spot cleaning soiled areas of carpet</li> <li>• Carpets vacuumed, where possible.</li> </ul>
		Evening cleaners	Above plus <ul style="list-style-type: none"> <li>• Vinyl and tiled floors mopped</li> </ul>
		Evening cleaners.	<ul style="list-style-type: none"> <li>• Specialist floors buffed</li> <li>• Window sills and side work surfaces cleaned</li> <li>• Classroom walls and paintwork cleaned</li> </ul>

		Minimum once a week	<ul style="list-style-type: none"> <li>• Vents, lights, pipes, window blinds and door frames dusted</li> <li>• Barrier matting/mat wells cleaned</li> </ul>
Offices & shared areas	Shared surfaces by staff.	Before and after use by all staff	<p>Clean with antibacterial spray with paper towels or antibacterial wipes</p> <ul style="list-style-type: none"> <li>• Desk and chair</li> </ul> <p>Clean with antibacterial dry wipes</p> <ul style="list-style-type: none"> <li>• Shared technology equipment - monitors, keyboards and mice</li> <li>• Photocopiers - touch screens, surface and buttons</li> </ul> <p>All staff to ensure that surfaces are clear of clutter, to enable cleaning to happen easily.</p>
		Continuous rotation by Daytime cleaners	<ul style="list-style-type: none"> <li>• Door hardware - handles, push panels, push and pull bars cleaned</li> <li>• Empty tables / desks / surfaces cleaned</li> <li>• Kitchenette sinks, surfaces and tables cleaned</li> <li>• Glass in doors, partitions and interior door glass cleaned</li> <li>• Door edges cleaned</li> <li>• Light switches cleaned</li> <li>• Mirrors cleaned</li> <li>• Bins emptied</li> </ul>
		Evening cleaners	<p>Above plus</p> <ul style="list-style-type: none"> <li>• Furniture surfaces cleaned</li> <li>• Spot cleaning soiled areas of carpet.</li> <li>• Carpets vacuumed</li> <li>• Vinyl and tiled floors mopped</li> </ul>
		Evening cleaners. Minimum once a week	<ul style="list-style-type: none"> <li>• Window sills and side work surfaces cleaned</li> <li>• Dust vents, lights, pipes, window blinds and door frames.</li> <li>• Barrier matting/mat wells cleaned</li> <li>• Fabric chairs vacuumed (staffroom, offices, etc)</li> </ul>
Food Technology	These are high traffic areas where food is prepared and/or eaten, as such require regular disinfecting.	Students and teaching staff to clean at the end of each lesson	<p>Clean with antibacterial spray with paper towels or antibacterial wipes</p> <ul style="list-style-type: none"> <li>• Teacher and student desks, table tops, surfaces and stools</li> <li>• Cooker tops, microwave handles and doors</li> </ul> <p>Wash up with warm soapy water</p> <ul style="list-style-type: none"> <li>• Specialist equipment - pots, pans, bowls etc</li> </ul>
		When classroom is off timetable by Daytime cleaners	<ul style="list-style-type: none"> <li>• Disinfect table tops and surfaces.</li> <li>• Sinks cleaned</li> <li>• Cooker tops cleaned</li> <li>• Stools cleaned</li> <li>• Cabinet, Fridge, Microwave etc door handles cleaned</li> </ul>

			<ul style="list-style-type: none"> <li>• Door hardware - handles, push panels, push and pull bars cleaned</li> <li>• Glass in doors, partitions and interior door glass cleaned</li> <li>• Door edges cleaned</li> <li>• Light switches cleaned</li> <li>• Mirrors cleaned</li> <li>• Food waste removed</li> <li>• Bins emptied</li> <li>• Floors swept, including office</li> <li>• Empty bins.</li> </ul>
		Daily by Evening Cleaners	<ul style="list-style-type: none"> <li>• Floors mopped, including office</li> </ul>
		Minimum once a week Evening cleaners.	<ul style="list-style-type: none"> <li>• Cooker sides cleaned</li> <li>• Window sills and skirting boards dusted and cleaned</li> <li>• Spot clean walls.</li> <li>• Tables pulled apart and cleaned in between</li> <li>• Cookers pulled out, food swept and floor mopped underneath.</li> <li>• Dust vents, lights, pipes, window blinds and door frames.</li> </ul>
Gym, hall and sports hall	These are high frequency used items for sport	Students and teaching staff to clean at the end of each lesson	<p>Clean with antibacterial spray with paper towels or antibacterial wipes or antibacterial bath</p> <ul style="list-style-type: none"> <li>• Specialist equipment - handles to equipment, balls and surfaces through set up and pack away</li> </ul>
		Cleaned between groups of students and end of session by Daytime cleaners	<ul style="list-style-type: none"> <li>• Door hardware - handles, push panels, push and pull bars cleaned</li> <li>• Glass in doors, partitions and interior door glass cleaned</li> <li>• Door edges cleaned</li> <li>• Light switches cleaned</li> <li>• Mirrors cleaned</li> <li>• Fixtures and fittings cleaned</li> <li>• Bins emptied</li> <li>• Floors swept and spot clean floors</li> <li>• Gymnastic equipment (halls), when used</li> <li>• Carpets vacuumed, where possible</li> <li>• Barrier matting cleaned</li> <li>• Spot clean walls and remove any graffiti.</li> </ul>
		Daily by Evening cleaners	<p>Above plus</p> <ul style="list-style-type: none"> <li>• Carpet areas vacuumed thoroughly.</li> <li>• Uncarpeted floors mopped (excluding staircases)</li> <li>• Floors scuff marks removed</li> <li>• Staircase floors mopped</li> <li>• Technology equipment dusted</li> </ul>

		Minimum once a week. Evening cleaners	<ul style="list-style-type: none"> <li>● Dust vents, lights, pipes, window blinds and door frames.</li> <li>● High dusting of areas above 5 feet.</li> <li>● Buff floors in non-carpeted areas</li> <li>● Window sills and side work surfaces cleaned</li> <li>● Fabric chairs vacuumed (staffroom, offices, entrance foyers etc)</li> </ul>
--	--	--	--

In addition, it is the cleaner's responsibility to check for light bulbs that no longer work on a daily basis and report any damage to the Site team.

Laboratories and specialist rooms can pose hazards and care should be taken in situations where specialist equipment is present.