M&I CLEANING & WASTE

Childcare Cleaning Checklist

Daily, weekly and 6-monthly tasks based on *Staying Healthy* (NHMRC, 6th edition, 2024)

Room / area: _____ Week starting: _____ Checked by: _____

Educators: throughout the day

- [ ] Nappy change surface: detergent and warm water after **every** change; disinfect and dry if body fluids touched it
- [ ] Body fluid spills (urine, faeces, vomit, blood, breastmilk): clean up straight away, clean first, then disinfect
- [ ] Tables wiped before and after meals
- [ ] Sneezed-on, mouthed or sick-child toys into the “toys to wash” box, out of reach
- [ ] Crockery and cutlery washed after every use

Educators: end of each day

- [ ] Nappy change surface washed well with detergent and warm water
- [ ] Toys washed, especially in rooms with younger children
- [ ] Sheets, towels and tea towels used today laundered
- [ ] Sandpit raked and left open to the sun

Cleaner: every night after close

- [ ] Toilets, hand basins and taps: full clean
- [ ] Nappy change area: floor, walls next to the change table, basin and taps
- [ ] Kitchen and food prep area: benches, sinks and floor
- [ ] Frequently touched surfaces: door handles, light switches, gates, shelves, tables
- [ ] Hard floors swept and mopped; carpets and mats vacuumed
- [ ] Bins emptied and relined, including nappy bins
- [ ] Soap, paper towel and toilet paper refilled

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Weekly

- [ ] Cupboard fronts, skirting boards, window sills and low glass wiped
- [ ] Staff fridge and microwave cleaned inside
- [ ] Nappy bins washed inside and out
- [ ] Frequently touched plastic and metal outdoor equipment cleaned with detergent and water when visibly dirty

Monthly

- [ ] Sandpit dug through; any contaminated sand removed
- [ ] High surfaces, vents and light fittings detail-cleaned

Every 6 months

- [ ] Carpets and mats steam-cleaned
- [ ] Curtains washed (spot-clean small marks in between)

Good to know

- **Detergent and warm water** is the right product for routine cleaning. Use disinfectant after body fluid spills and during outbreaks, always **after** cleaning.
- **Colour-code cloths, mops and buckets:** red bathrooms and toilets, green kitchen and food areas, blue general areas, yellow infectious situations (spills, sick bay, outbreaks).
- **Equipment and chemicals:** mix detergent in a bucket, never a handwashing basin; wash and dry cloths and mop heads; make bleach up fresh; lock chemicals away in labelled containers with their safety data sheets; keep rooms well ventilated.
- No need to spray disinfectant outdoors. No bleach for routine cleaning. Don't use vinegar or bicarb.
- **Gastro outbreak** (2+ cases): clean and disinfect common areas and frequently touched items at least twice daily, and call your local public health unit on 1300 066 055.
- Keep this sheet signed off. Assessors may ask to see your written cleaning schedule and records.

Weekly sign-off

Mon	Tue	Wed	Thu	Fri	Sat	Sun

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