

# DAY JANITOR SPECIFICATION (INCREASED CLEANING)

## EDUCATION

CLEANING TASK AND DESCRIPTION	FREQUENCY (based on 8am – 3pm school hours)
<b>General</b>	
Frequent hand washing (or use sanitiser where hand washing facilities are not available)	Ongoing
Single use (disposable) gloves worn, disposed & replaced after each task	Ongoing
Follow all applicable safety practices, regulatory requirements, policies, procedures and risk assessments	Ongoing
Refer to site file for safety data sheets and risk assessments	Ongoing
Maintain appropriate levels of social distancing between all colleagues, staff, and students (2m/ 6ft)	Ongoing
<b>Waste &amp; Recycling</b>	
Empty waste bins, wash using a disinfectant solution and/or replace bin liners, remove rubbish to disposal points <i>Use a fresh pair of disposable gloves</i>	As required
Ensure compliance with site protocols for collecting and disposing waste <i>Dispose of PPE/ materials in designated waste receptacles</i>	Ongoing
<b>Entrances, Corridors, Stairs, and Lift</b>	
Disinfect all door finger push plates, handles, grab-rails in corridors and stairwells, lift call points, light switches, and other <b>high touchpoint surfaces</b> A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used	3 - 5 x Daily
Remove stains and wipe spillages as applicable	As required
<b>Classrooms, nursery, library</b>	
Damp wipe and disinfect all desks and chairs between use <i>For desks and tables, A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i>	3 - 5 x Daily
Disinfect all door finger push plates, handles, light switches and other high touchpoint surfaces <i>A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i>	3 - 5 x Daily
Remove stains and wipe spillages as applicable	As required

CLEANING TASK AND DESCRIPTION	FREQUENCY (based on 8am – 3pm school hours)
<b>Toilet/Shower Areas</b>	
Clean and sanitise all surfaces within the area <b>especially high touch areas</b> (fixtures, light switches, buttons, door handles, locks, etc.) <i>A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i>	3 - 5 x Daily
Sanitise and wipe toilet bowl, seat, and external sides <i>A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i> <i>Red cloth only</i>	3 - 5 x Daily
Sanitise and wipe wash basins, sinks, taps and surrounds <i>A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i> <i>Yellow cloth only</i>	3 - 5 x Daily
<b>Hall and Dining</b>	
Clean and sanitise all surfaces within the area <b>especially high touch areas</b> (fixtures, light switches, appliance handles and buttons) <i>A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i>	3 - 5 x Daily
Damp wipe and disinfect all tables and chairs <i>A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i>	3 - 5 x Daily
Empty waste bins, wash using a disinfectant solution and/or replace bin liners, remove rubbish to disposal points Use a fresh pair of disposable gloves	As required
<b>Offices &amp; Staff Room</b>	
Damp wipe and disinfect staffroom table and chairs <i>A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i>	3 - 5 x Daily
Clean and sanitise all surfaces within the area <b>especially high touch areas</b> (fixtures, light switches, desks, appliance handles and buttons) <i>A BS EN 14476 certified viricidal disinfectant should be used such as Bio Hygiene Sanitiser should be used</i>	3 - 5 x Daily
<b>Cleaners Cupboards</b>	
To be clean, tidy and odour free at all times. Full COSHH data of chemicals used on site will be maintained and all relevant regulations adhered to	Ongoing
Maintain an ongoing stock check of equipment and PPE available – request additional stock early as required	Ongoing