**Cleaning/Inspection Weekly Schedule**

**Premises Name:** ABC Preschool **Week:** DD/MM/YY – DD/MM/YY

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Mon** | | **Tue** | | **Wed** | | **Thu** | | **Fri** | | **Sat** | | **Sun** | |
| **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** |
| Toilet | Y | Y | Y |  |  |  |  |  |  |  |  |  |  |  |
| Sick bay |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kitchen |  |  |  |  |  |  | * Sample - |  |  |  |  |  |  |  |
| Pantry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Music Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| .... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Areas of Concern** | **Follow up actions** | **Date completed** |
| e.g. Toilet- taps are faulty and leaking | e.g. plumber will be replacing taps on dd/mm/yyyy [date] | dd/mm/yyyy [date] |
|  |  |  |

I hereby declare that the above-mentioned cleaning operations conducted have adhered to the minimum cleaning standards as stipulated in this premises’ Environmental Sanitation programme.

|  |  |
| --- | --- |
| Name of ECC or Cleaning Supervisor\* |  |
| Signature of ECC or Cleaning Supervisor |  |
| Date |  |

\*Or equivalent

Note: Routine cleaning and inspection to be carried out on operational days only.

**Cleaning/Inspection Daily Schedule- Aug 2021**

**Premises Name:** ABC Preschool **Month:** MM/YYYY

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Public facing area** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| Toilets |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Classrooms |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Canteen |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff room | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Foyer |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Back of house areas** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13**   * Sample - | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| Bin centres | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loading and unloading bay |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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