

**Staffroom checklist**

<b>WEEK BEGINNING:</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Soap dispenser					
Tray of paper towels					
Disinfectant spray					
Disposable cloths					
Re-usable cloths					
Disinfectant wipes					
Disposable gloves					
Disposable masks					
Hand sanitiser					
Fridge/cool box					
Microwave					
Hot water and cold water access					
Tea/coffee/milk/sugar					
Cloth bucket (for re-usable cloths to be washed)					
Recycling bin					
Rubbish bin					
Food waste bin					
PPE bucket (to dispose of disposable gloves, disposable masks, disposable cloths)					

**Staffroom cleaning procedures checklist**

<b>START OF THE DAY</b>	<b>Mon</b>	<b>Tue</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
Wedge open all doors					
Open windows as wide as possible					
Gather crockery/cutlery needed for own use					
<b>THROUGHOUT THE DAY</b>					
Wipe down surfaces/handles after touching them (including microwave door and buttons, water boiler handle, kettle handle, fridge doors , milk, tea, sugar and coffee containers)					
Wash teaspoons with washing up liquid, dry with a paper towel and put away after use					
Wash hands with soap and water whenever entering the room					
Ensure the correct bins are being used to dispose of items					
Do not leave any items of food or crockery on the side - all surfaces must be clear					
<b>END OF THE DAY</b>					
Wash up any crockery/cutlery used with washing up liquid, dry with paper towels and put away					
Wipe down all surfaces					
Wipe down door handles					
Wipe down light switches					
Wipe down window handles and window sills					
Wipe down cupboard handles, fridge handles, taps, water container levers, tea/coffee/sugar container lids etc.					
Wipe down phones					
Wipe down sink areas					
Wipe down door handles as you leave					
Put on dishwasher (if there is one in use in the room)					