

**Week Commencing -**

**Start of day -**

**Please highlight the appropriate box when you have completed the task**

	What to do	After each use	Daily					Morning	Lunchtime	End of Day	Completed by
			M	T	W	T	F				
Tables	Clean and Dettol	✓	✓	✓	✓	✓	✓				
Chairs/Highchairs	Wipe and Dettol		✓	✓	✓	✓	✓	✓	✓	✓	
Shelves	Wipe and Dettol		✓	✓	✓	✓	✓			✓	
Resources	Wipe and Dettol	Daily Rotation	✓	✓	✓	✓	✓			✓	
Bedding	Use and Wash	Daily Rotation	✓	✓	✓	✓	✓			✓	
Tablets	Wipe and Dettol	✓	✓	✓	✓	✓	✓				
Door Handles& Light switch	Wipe and Dettol		✓	✓	✓	✓	✓	✓	✓	✓	
Work Surfaces	Wipe and Dettol	✓	✓	✓	✓	✓	✓				
Door Fronts	Wipe and Dettol		✓	✓	✓	✓	✓	✓	✓	✓	
Changing unit	Wipe and Dettol	✓	✓	✓	✓	✓	✓				
Cots	Wipe and Dettol	✓	✓	✓	✓	✓	✓				
baby Gym	Wipe and Dettol	Daily	✓	✓	✓	✓	✓				
Jumparoo	Wipe and Dettol	Daily	✓	✓	✓	✓	✓				
Baby swing	Wipe and Dettol	Daily	✓	✓	✓	✓	✓				
Buggies	Wipe and Dettol	Daily	✓	✓	✓	✓	✓				
Microwave Sterilizer Kettle	Wipe and Dettol	Daily	✓	✓	✓	✓	✓				
Difuser	Refilled & Switched on	Daily	✓	✓	✓	✓	✓				
Fridge	Wipe and Dettol	Daily	✓	✓	✓	✓	✓				