

School and Preschool Cleaning Checklist

Reefa

50 checkpoints · 7 zones · reefa.pl/checklisty

Site: _____ Date: _____ Checked by: _____

Frequencies: **weekly** — at least once a week · **monthly** — once a month · **quarterly** — every 3 months

01 Classrooms and activity rooms

- | | |
|---|--------|
| ☐ Floor wet-mopped across the entire surface (not just the middle of the room) | daily |
| ☐ Desk tops and the teacher's desk washed and disinfected | daily |
| ☐ Chairs arranged, seats wiped down | daily |
| ☐ Door handles, light switches and window handles disinfected | daily |
| ☐ Bins emptied, liners replaced | daily |
| ☐ Board cleaned (chalkboard wet-wiped / whiteboard with a dedicated cleaner) | daily |
| ☐ Windowsills and radiators dusted | weekly |
| ☐ Room aired before classes | daily |
| ☐ Teaching aids and shelves wiped down | weekly |

02 Toilets and washrooms

- | | |
|---|---------------|
| ☐ Soap, toilet paper and paper towels checked and restocked | 2–3× daily |
| Since 11 July 2024, schools have a statutory duty to provide hot and cold water and hygiene supplies in sanitary facilities | |
| ☐ Toilet bowls, seats, urinals and flush plates washed and disinfected | min. 2× daily |
| ☐ Washbasins, taps and dispensers washed and disinfected | min. 2× daily |
| ☐ Floor washed with a disinfectant cleaner | daily |
| ☐ Mirrors and wall tiles around washbasins free of streaks and water marks | daily |
| ☐ Hygiene bins emptied and disinfected | daily |
| ☐ Toilet inspection card filled in (time + signature) | every visit |
| ☐ Floor drains flushed and disinfected | weekly |

03 Corridors, stairs and cloakrooms

- | | |
|--|---------|
| ☐ Corridor and circulation-route floors swept and wet-mopped | daily |
| ☐ Stair handrails disinfected (the school's main touchpoint) | daily |
| ☐ Cloakrooms: floors washed, benches wiped down, coat hooks checked | daily |
| ☐ Entrance doors and glazing free of handprints | daily |
| ☐ Notice boards, display cases and windowsills wiped down | weekly |
| ☐ Wall panelling spot-cleaned | monthly |
| ☐ Doormats and entrance matting cleaned | daily |

04 Canteen and food-service area

☐ Table tops washed and disinfected after each meal sitting	after meals
The food-service area falls under GHP/HACCP rules – washing and disinfection logs must be available for Sanepid (sanitary inspection)	
☐ Chairs wiped down and arranged	daily
☐ Dining-hall floor washed after each serving	after meals
☐ Serving hatch and tray-return counter washed and disinfected	after meals
☐ Food-waste bins emptied, washed, kept in closed containers	daily
☐ Kitchen back area cleaned under a separate GHP hygiene plan (log maintained)	daily
☐ Food-service area floor disinfected	daily

05 Gym and sports facilities

☐ Sports floor swept/vacuumed and washed with a sports-floor product	daily
☐ Mats and gym equipment wiped down and disinfected	daily
☐ Gym changing rooms and showers washed and disinfected	daily
☐ Wall bars and fixed equipment dusted	weekly
☐ Balls and small equipment disinfected	weekly
☐ Gym ventilation grilles cleaned	quarterly

06 Preschool: toys, textiles, nap cots

☐ Washable toys cleaned with water and detergent and disinfected with a product approved for contact with children	daily (high-use) / weekly (others)
GIS anti-epidemic guidelines for preschools and nurseries: toys washed and disinfected, immediately when soiled	
☐ Plush toys washed at 60°C or withdrawn from use if they cannot be laundered	monthly
☐ Nap cots wiped down and disinfected, bedding laundered	cots: weekly · bedding: every 2 wks
☐ Carpets and rugs in the rooms vacuumed; extraction cleaning periodically	daily · extraction: quarterly
☐ Children's tables and chairs washed and disinfected	daily
☐ Potties and children's toilet seats washed and disinfected after each use	after use

07 Periodic tasks and outdoor grounds

☐ Windows washed including frames and exterior sills (mandatory before 1 September)	quarterly / min. 2×/year
☐ Lamps and light fittings wiped down	quarterly
☐ Sandpit: sand replaced and covered with a tarpaulin GIS recommendation for playgrounds — sand replaced before and after the season, with ongoing contamination checks	replacement min. 2×/year
☐ Playground: equipment wiped down, grounds checked for litter and glass	daily in season
☐ Walkways and entrances swept; snow cleared and gritted in winter	daily
☐ Deep cleaning of floors and wall panelling (winter/summer breaks)	2×/year
☐ Rodent and insect control per the pest-control (DDD) contract, reports archived	per contract

Morning facility inspection — an 8-step procedure

1. Every morning before classes, check one randomly chosen zone against the checklist (in rotation: Monday toilets, Tuesday classrooms, Wednesday corridors, etc.) — tick YES/NO.
2. Touchpoint test: wipe a stair handrail, a classroom door handle and a flush button with a white cloth — a grey mark means disinfection is being skipped.
3. Check the dispensers in every toilet along your walkthrough route: soap, paper, towels — log any shortages with the room number.
4. In the preschool: check the state of the toys (damp from disinfectant = done at the last minute), the cot bedding and the cleanliness of the children's tables.
5. Once a week, cross-check the toilet inspection card and the food-service log against the schedule — entries without times and signatures count as missing entries.
6. Once a month, walk the periodic zones: wall panelling, ventilation grilles, lamps, basements — they are what separates a systematic service from an ad-hoc one.
7. Document faults with a dated photo and an entry in the inspection log; set a deadline for correction and re-check once it passes.
8. Before a Sanepid (sanitary inspection) visit, verify the full document set: hygiene plan, logs, safety data sheets for chemicals, pest-control (DDD) and laundry reports.

Notes: _____

Signature: _____