



Cleaning and Maintenance Educators

NQS Element 3.1.2 Upkeep

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that ALL the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

ED1 ED2 ED3 ED4 ED5

Cleaning

Are you familiar with all service cleaning procedures including those for the bathroom, toilet, rooms, high chairs, toys, cushions and sandpit?					
Do you implement service cleaning schedules as rostered/required?					
Do you know the cleaning procedures which apply if there are spills of blood or other body fluids?					

Maintenance

Do you participate in daily safety checks of indoor and outdoor areas?					
Do you create risk assessments for the physical environment, including assessments for all new potentially dangerous equipment and furniture that enters your room/service?					
Do you know your centre's maintenance procedure?					
Do you know how and who to notify if you find broken or damaged resources, premises or equipment?					
Do you immediately remove broken or damaged resources or equipment or make sure children can't access them?					
Do you know where to access information about the safe arrangement and anchoring of furniture and equipment?					

Actions required