



Hygiene Nominated Supervisor

NQS Element 2.1.2 Health practices and procedures

NQS Element 3.1.2 Upkeep

NQS Element 7.1.2 Management systems

Name of the person conducting the checklist: _____ Date: _____

Display

Are toileting and hand washing procedures displayed? Yes No NA

Cleaning in general

Is the Service thoroughly cleaned before the start of each day? Yes No NA

Is the Service cleaned throughout the day eg spills immediately cleaned, benches and tables wiped down? Yes No NA

Do employees adhere to cleaning schedules at all times? Yes No NA

Do employees use detergent and water to clean the service, then rinse and dry? Yes No NA

Do employees use fresh detergent and water every day? Yes No NA

Do employees use a bucket of detergent and water to clean rather than a spray bottle? Yes No NA

Do employees use disinfectants after detergent and water if surfaces have been (or may have been) contaminated with hazardous material (eg poo, urine, saliva, vomit or blood)? Yes No NA

Is there a spill kit (eg bucket filled with clean up items) to clean contaminated surfaces? Yes No NA

Do employees use disposable gloves to clean poo, urine, saliva, vomit or blood Yes No NA

Cleaning specific facilities/equipment

Are sandpits cleaned regularly (refer Sand Pit policy)? Yes No NA

Are carpets and mats vacuumed daily? Yes No NA

Are carpets and mats steam cleaned at least every 6 months? Yes No NA

Are curtains washed at least every 6 months and when visibly dirty? Yes No NA

Do employees wash linen in detergent and hot water? Yes No NA

Do employees carry soiled linen away from their bodies? Yes No NA

Do employees soak soiled linen to remove most of contamination, wash separately in hot water and detergent and dry in the sun (preferable) or on hot cycle in dryer? Yes No NA

Do employees wash their clothing or aprons daily with detergent and hot water? Yes No NA

Do all cushions, including large floor cushions, have removable covers that are changed and washed daily, as well as when visibly dirty? Yes No NA

Do you include things like ceiling fans, ventilation grills, light fittings in regular cleaning schedules? Yes No NA

Illness

Are sick children and employees always excluded from the service? Yes No NA



Actions required

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