

## Examples of Good Housekeeping

This table provides example information about common housekeeping tasks.

Issue	Location in a Centre	Examples of Good Practice
<b>Unclean staff facilities</b>	Toilets Staff rooms Lockers Eating areas	Clean daily Empty rubbish bin Ensure soap and drying facilities are available (moist areas encourage bacteria) Clear general rubbish Remove waste products and uneaten food
<b>Spills</b>	Floors	Clean spills as they occur Use signs to alert people of slippery surfaces
<b>Sharp edges</b>	Irregular corners Walls Pillars Cupboards	Cover sharp edges of walls and posts Remove or replace offending furniture
<b>Trip hazards</b>	Floors Storage rooms Play areas	Remove trip hazards Correctly store items such as prams and sporting equipment Clean up toys and games immediately after use Prevent access to damaged surfaces such as torn carpet Ensure repairs are undertaken or floor coverings are replaced
<b>Storage areas</b>	Staff rooms Sheds Storerooms Storage cupboards	Organise and maintain storage Develop a plan to demonstrate where each item goes Periodically purge and/or reorganise Keep chemicals separate from children's materials Ensure adults can access chemicals without straining while children cannot reach