

# Cleaning plan template

## Getting your facilities fit for sport

Club / Venue name: EXAMPLE CLUB LTD

Date:

Review date:

### Guidance note

This is an example cleaning plan, which shows the kind of approach a sports organisation could take. Many facilities will have this in place already but given the increased risk around Coronavirus (COVID-19) we would encourage operators to check their existing cleaning plan is fit for purpose.

The list is not exhaustive; it is compiled with the intent to support clubs by providing examples that allow them to develop their own cleaning plan specific to their organisation and facility.

## 1. Example cleaning standard

### Cleaning standards

What the finished task should look like:

**Hygienic** (correct chemical and equipment used)

**Dirt and debris free** (no visible dirt or marks left)

**Presentable** (tidy, dry, and fully stocked ready for the public to use)

**Odourless** (smelling fresh and clean – no foul odours)

Equipment & cleaning products clean, dry, readily usable and stored correctly

Check with your product supplier to ensure that the products you are using are effective against the virus that causes Coronavirus (COVID-19).

### Cleaning checks

Check of cleaning standards set times throughout the day. Cleaning should be carried out to restore the area or item to an acceptable standard using the agreed cleaning procedures.

Each area should have a check sheet to ensure it has been cleaned after every user group. Check sheets should be based on programming for classes / training groups.

## 2. Example cleaning equipment and chemicals list

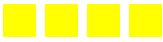


This should be populated with actions, surfaces, equipment, and chemicals relevant to your own facility. Check your operation and maintenance manual (O&M manual) or manufactures guidance for the appropriate equipment & cleaner for each surface in your venue.

Action	Surface	Equipment	Chemical
Scrubbing	Flooring and tiles	Stiff bristle brush	Diluted floor/surface cleaner
Spray and wipe	All surfaces fixtures and fitting	Colour coded cloth	Antibacterial spray
Mopping	Flooring (dry)	Flat blue microfibre mop	Antibacterial spray
	Flooring (wet/water removal)	Traditional mop and bucket	Diluted surface cleaner
Hoovering	Dry hard surfaces	Backpack hoover	N/A - cable needs floor sign to warn public of trip hazard.
		Cordless hoover	Ideal for hard to reach areas/stairs <i>*Recharge needed</i>
Squeegeeing	Wet floor surfaces	Long handle squeegee	N/A
Glass and mirrors	All types of glass/polished surfaces	Blue cloth and blue roll	Ready mix glass cleaner
Sweeping/ brushing	Indoor	Soft bristle brush and dustpan	N/A
	Outdoor	Large V-Sweep	
		Stiff bristle brush	
Dust control	High dust/ fixtures, fittings, and equipment	Long microfibre duster (reach pole if needed)	N/A
	Flooring	Large flat green microfibre dry mop	

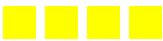



### 3. Example equipment colour coding and storage

#### Colour coding key

##### Cloths

	Yellow	General use areas (door handles, frames, work surfaces, taps, sinks, lockers, hold rails)
	Red	<u>*single occasion use*</u> Toilet seats, toilet bowls, urinal tops and bowls.
	Blue	Glass mirrors and chrome (to be used only with glass and chrome cleaner)

##### Mops and brushes

	Yellow	General use areas (foyers, changing rooms, corridors)
	Red	Toilet only
	Blue	Wet floor cleaning
	Green	Dry floor cleaning

#### Equipment storage

All cleaning equipment, cleaning trolleys, caution "cleaning in progress" signs, cloths, chemical and equipment storage should be stored securely away from any public access.

Each colour-coded item should be stored separately in its colour-coded area; this is further broken down into new and used storage areas.

Prior to storing all equipment should be cleaned in line with the following guidance:

- Remove all loose dust and soil (from every piece of equipment) wipe down or rinse if needed.
- Remove dirt and dust from Hoover collection barrel, return back on to Hoover, and ensure Hoover is stored away correctly, all attachments are present, and battery is on charge.
- Wash, rinse, dry and store cloths, and brushes as per colour coded equipment storage.
- Wash mop heads, buckets, and receptacles. Rinse, clean, dry and store, as per colour-coded equipment storage. Detach mop heads and air dried after use.
- Report any faults or mechanical failures to the appropriate responsible person.

## 4. Example cleaning methods

The lists below are a set of example actions for cleaning each area within a facility. This list is not exhaustive and will require you to consider your own facility in detail and populate with relevant actions to achieve the standard of cleaning required.

### Sinks and vanity units

**Equipment needed: Yellow cloth, gloves, antibacterial spray, blue roll**

1. Put on gloves and any other personal protective equipment (PPE) as required by your risk assessment.
2. Spray the sink, taps, surrounding unit tops and sides with antibacterial spray. Using the yellow cloth wipe the unit sides and top focusing on any dirty marks or stains, rinsing cloths regularly with clean water. Dry with blue roll.
3. Wipe the sink and taps, rinsing cloths regularly with clean water. Remove any debris or dirt from the plug. Dry with blue roll.
4. Refill paper towels as appropriate.
5. Compare area against the set standards and complete any areas that fall below these standards.

### Mirrors, glass & windows

**Equipment needed: Blue cloth, gloves, glass cleaner spray, blue roll**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Spray the mirror or glass with glass cleaner, Wipe with the blue cloth removing any dirty marks. Dry and buff with blue roll until the mirror is completely dry and streak free.
3. Compare area against the set standards and complete any areas that fall below these standards.

### Urinals

**Equipment needed: Yellow cloth, red cloth, gloves, antibacterial spray, mini grabber, blue roll, air freshener**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Spray surrounding walls and full urinal including, top, underneath, bowl, plug and any pipework. Using yellow cloth wipe walls focusing on any stains or dirty marks, rinsing cloths regularly with clean water. Finish where the wall meets the floor.
3. Using the mini grabber or hand lift the P-Wave and remove any hair or debris from the plug.
4. Wipe the outsides of the urinal including pipework with the red cloth working your way in, until the whole urinal bowl has been wiped. Rinse cloths regularly with clean water. Dry the outside with blue roll.
5. Insert P-Wave back into urinal.
6. Spray area with air freshener for 1-2 seconds.
7. Compare area against the set standards and complete any areas that fall below these standards.

## Toilets and cubicles

**Equipment needed: Yellow cloth, red cloth, gloves, antibacterial spray, toilet cleaner, toilet brush, blue roll, air freshener**

Method (rinse cloths regularly with clean water)

1. Put on gloves and any other PPE as required by your risk assessment.
2. Starting at the top and working down, spray and wipe cubicle walls and door with antibacterial spray and yellow cloth, wipe full surface concentrating on and dirty marks. Wipe handles and toilet roll holders and finish with the feet. Rinse cloths regularly with clean water. Dry with blue roll.
3. Apply toilet cleaner to the bowl and around the underside of the rim, allow to sit and move to step four.
4. Spray full toilet with antibacterial spray, starting from the top wipe with red cloth including cistern, handle, lid, seat, under seat, rim and outer bowl, finishing where the toilet meets the floor and wall, ensuring no dirt or staining is present. Rinse cloths regularly with clean water. Dry with blue roll.
5. Scrub the toilet bowl with toilet brush, making sure to scrub below the water line, flush toilet and rinse brush.
6. Spray area with air freshener for 1-2 seconds.
7. Refill toilet roll, soap and hand sanitiser as required.
8. Compare area against the set standards and complete any areas that fall below these standards.

## Shower cubicles

**Equipment needed: Yellow cloth, gloves, antibacterial spray, floor cleaner, stiff floor brush**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Starting at the top and working down, spray and wipe cubicle walls and door with antibacterial spray and yellow cloth, wipe full surface concentrating on and dirty marks. Rinse cloths and brushes regularly with clean water. Wipe handles and toilet roll holders, finishing with the feet. Dry with blue roll.
3. Starting at the top and working down, spray and scrub tiles, shower head and rail with antibacterial spray and handheld scrubbing brush, concentrating on and dirty marks shampoo marks or discolouring. Rinse brush regularly with clean water. Rinse the tiles with the shower.
4. Scrub the floor tiles with the yellow stiff floor brush and floor, concentrating on any dirty marks or stains. Remove any hair or debris from drain. Rinse floor with shower and squeegee excess water into drain.
5. Compare area against the set standards and complete any areas that fall below these standards.

## **Benches and touch points**

Equipment needed: Red cloth, gloves, antibacterial spray, blue roll

1. Put on gloves and any other PPE as required by your risk assessment.
2. Spray the surface with antibacterial spray, Wipe with the red cloth removing any dirty marks and ensuring to wipe the entire surface. Dry with blue roll if required.
3. Compare area against the set standards and complete any areas that fall below these standards.

## **Flooring (scrub)**

Equipment needed: **Gloves, red scrubbing brush (warm water with diluted floor cleaner) blue roll**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Place wet floor signs in the public's view of the area intended to be scrubbed.
3. Pour a small amount out of the bucket of warm water with cleaning solution onto the area to be scrubbed.
4. Working in small sections, Scrub the floor with the yellow stiff floor brush and floor, concentrating on any dirty marks or stains. Rinse brush regularly with mixed cleaning solution.
5. Rinse the area after it is scrubbed with water and squeegee into the drain leaving no pools of excess water. Remove any dirt, hair, or debris from drain with blue roll.
6. Compare area against the set standards and complete any areas that fall below these standards.

## **Flooring (dry green microfibre sweeper)**

Equipment needed: **Gloves, dry green microfibre sweeper.**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Starting at one end of the area you are sweeping, start from one corner working your way from side to side down the length of the area. Until you have covered every part of the flooring.
3. Any dirt left on the floor when lifting the head, or difficult to reach areas sweep with small dustpan and brush.
4. Hoover or brush the microfibre head until it is free of excess dust and debris.
5. Compare area against the set standards and complete any areas that fall below these standards.

## **Flooring (sweep)**

**Equipment needed: Gloves, large blue straight sweep mop or large V-Sweep, dustpan, and brush.**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Starting at one end of the corridor or area you are sweeping, start from one corner working your way down the length of the area.
3. Return to where you started and repeat the process until the whole area has been covered and swept effectively.
4. Any dirt left on the floor when lifting the V-sweep or straight sweep, or difficult to reach areas sweep with small dustpan and brush.
5. Hoover the brush head until it is free of excess dust and debris.
6. Compare area against the set standards and complete any areas that fall below these standards.

## **Flooring (mop and bucket)**

**Equipment needed: Gloves, mop, and mop bucket (warm water with diluted floor cleaner), 'Wet Floor' signs.**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Place wet floor signs in the public's view of the area intended to be mopped.
3. Place mop in the bucket of warm water, remove any excess water from the mop using the mop strainer.
4. Starting at the area furthest away from the door clean the floor with large side to side movements, making sure every part of the floor is cleaned including corners.
5. Rinse the mop regularly in the warm water solution and repeat until the whole floor area is cleaned effectively.
6. Compare area against the set standards and complete any areas that fall below these standards.

## **Flooring (wet blue microfibre mop)**

**Equipment needed: Gloves, wet blue microfibre mop.**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Spray the microfibre head with antibacterial spray.
3. Starting at one end of the area you are sweeping, start from one corner working your way from side to side down the length of the area. Until you have covered every part of the flooring.
4. Any stubborn marks or stains, flip over the small scrubbing pad attached to the mop, place your foot on the area and move back and forward until the mark is gone,
5. Go over the area with the mop and continue mopping.
6. Any dirt left on the floor when lifting the head, or difficult to reach areas sweep with small dustpan and brush.
7. Hoover or brush the microfibre head until it is free of excess dust and debris.

8. Compare area against the set standards and complete any areas that fall below these standards.

### **Dusting (lighting, lockers, vending machines, skirting)**

**Equipment needed: Gloves, Long green microfibre duster head. yellow extension pole**

1. Put on gloves and any other PPE as required by your risk assessment.
2. Start in the highest area, bend the head of the duster to an appropriate shape to clean the area, attach the extension pole if needed.
3. In a sweeping motion remove dust from the surface, repeat as necessary.
4. Move on to any areas than are lower down, and finish with skirting boards and any windowsills or ledges.
5. Brush or Hoover any excess dirt and dust from the duster head.
6. Compare area against the set standards and complete any areas that fall below these standards.



## 5. Example time and equipment plan

Area	Detail	Time required	Chemicals and equipment
Reception toilets- male	floor 2 toilets + cubicles 2 urinals 4 sinks and mirrors hand dryer paper towel	40minutes	glass cleaner and cloth antibacterial spray and cloth toilet cleaner and brush mop and bucket/ flat push mop air freshener blue roll toilet roll/ hand towel/ bin bag refill
Reception toilets - female	floor 4 toilets + cubicle 4 sinks and mirrors hand dryer paper towel	40minutes	glass cleaner and cloth antibacterial spray and cloth toilet cleaner and brush mop and bucket/ flat push mop air freshener blue roll toilet roll/ hand towel/ bin bag refill
Changing rooms 1-4	floor 2 toilets + cubicles 2 sinks and mirrors hand dryer paper towel	30minutes	glass cleaner and cloth antibacterial spray and cloth toilet cleaner and brush mop and bucket/ flat push mop air freshener blue roll hand scrubbing brush
Corridors and entrance foyer	floor doors windows seating skirting boards walls lockers	30minutes	glass cleaner and cloth antibacterial spray and cloth mop and bucket/ flat push mop air freshener blue roll hand scrubbing brush
Club room	floor skirting boards doors walls seating tables	30minutes	glass cleaner and cloth antibacterial spray and cloth mop and bucket/ flat push mop air freshener blue roll hand scrubbing brush
Activity area	floor skirting boards doors walls seating tables equipment	40minutes	glass cleaner and cloth antibacterial spray and cloth mop and bucket/ flat push mop air freshener blue roll hand scrubbing brush

## 6. Example cleaning schedule reflecting programme

Time	Programme	Activity space		Changing		Toilets		Showers	
		CLEANED	CHECK	CLEANED	CHECK	CLEANED	CHECK	CLEANED	CHECK
5.40am		clean				clean			
6.00am	fitness class			Not open				Not open	
6.20am									
6.40am									
7.00am									
7.20am	CLEANING IN	clean				clean			
7.40am	PROGRESS								
8.00am	fitness class			Not open				Not open	
8.20am									
8.40am									
9.00am									
9.20am	CLEANING IN	clean				clean			
9.40am	PROGRESS								
10.00am	no classes								
10.20am									
10.40am									
11.00am	no classes								
11.20am									
11.40am									
12.00pm	fitness class			Not open				Not open	
12.20pm									
12.40pm									
13.00pm									
13.20pm	CLEANING IN	clean		clean		clean		Not open	
13.40pm	PROGRESS								
14.00pm	no classes								
14.20pm									
14.40pm									
15.00pm	no classes								
15.20pm									
15.40pm									
16.00pm	training group								
16.20pm									
16.40pm									
17.00pm									
17.20pm									
17.40pm									
18.00pm									
18.20pm	CLEANING IN	clean		clean		clean			
18.40pm	PROGRESS								
19.00pm	training group								
19.20pm									
19.40pm									
20.00pm									
20.20pm									
20.40pm									
21.00pm	CLEANING IN	clean		clean		clean			
21.20pm	PROGRESS								

