

CHILD CARE

CLEANING

MANAGEMENT

WORKBOOK

I belong to Room: _____



Daily Cleaning

Checklist (Icon & List)



- ☐ Diaper Changing Area
- ☐ Clean or changing cleanon



- ☐ Food Prep Surfaces
- ☐ Food Prep Surfaces



- ☐ Floors & Rugs
- ☐ Detailed rugs and & rugs



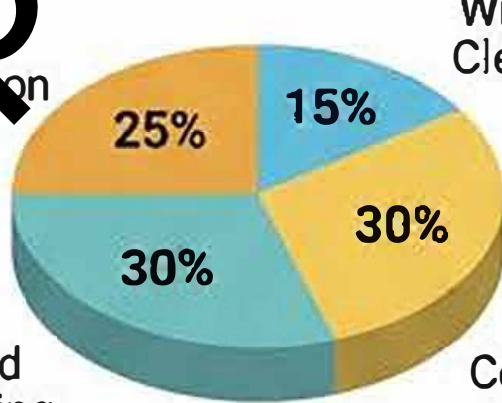
- ☐ Nap Areas
- ☐ Keep with clean linens



Weekly Deeper Cleaning

(Pie Chart)

Toy Disinfection



Window Cleaning

Detailed Vacuuming

Cots & Linens



Supply Management



Key Supplies & Min. Levels

Item	Status/Alert Level
Disinfectant Spray	
Wipes	
Paper Towels	

Compliance & Training



TABLE OF CONTENTS:

ECEC ROOM-BY-ROOM CLEANING RECORDKEEPING SYSTEM



A complete, printable, room-by-room recordkeeping system for routine cleaning, chemicals & supplies, biohazard incidents, and outbreak enhanced cleaning — designed for ECEC services.*



SECTION 1: SETUP GUIDE



- Binder setup guide (recommended: 1 workbook per room — 1
- Print plan (recommended extra copies for high-use pages) 2
- Suggested divider tab labels (edit to suit) 3

SECTION 2: AFTER-HOURS CONTRACT CLEANING (PER ROOM / AREA)



- Communication sheet (educator ↔ cleaning contractor) 3
- After-hours contract cleaners scope (includes a separate 4
- printable scope sheet for each room/area)
- Cleaning service quality review questionnaire (quarterly) 7

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SECTION 4: BIOHAZARD & OUTBREAK RESPONSE



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SECTION 5: CHEMICALS & SUPPLIES (STOCK ROOM MASTER + PRINT AS NEEDED)



- Chemical storage & supply management file, including: 6
 - Chemical register
 - Chemical handling / mixing record (decanting/mixing)
- Cleaning Equipment Hygiene & Maintenance Log

SECTION 6: GOVERNANCE & EVIDENCE



- Corrective Actions / Non-Conformance Log 6
- Worker competency record 10

SECTION 7: ROUTINE CLEANING RECORDS (PER ROOM)



- Daytime cleaning checklist / routine cleaning log 7
- Linen & Laundry Log 4



Making the most out of your digital Cleaning Management Workbook

Instructions & Tips

ECEC Cleaning | National Childcare Cleaning Standard (NCCS)

Purpose:

Set up and use the Cleaning Management Workbook as a practical, printable system for each room in your centre.

What's inside your workbook

Every fillable form and log in the workbook. Each form is its own page so it prints cleanly on its own — print or export just the page you need. Forms are grouped by section.

ROUTINE CLEANING RECORDS

- Daytime cleaning checklist / routine cleaning log
- Cleaning Equipment Hygiene & Maintenance Log
- Linen & Laundry Log

AFTER-HOURS CONTRACT CLEANING

- After-hours contract cleaners scope — includes a separate printable scope sheet for each room/area
- Communication sheet — educator ↔ cleaning contractor
- Cleaning service quality review questionnaire (quarterly)

CHEMICALS & SUPPLIES

- Chemical storage & supply management file — includes separate printable forms: chemical register, SDS & labels check, storage condition checklist, chemical handling/mixing record, disposal record, minimum stock levels, stocktake record, ordering log

BIOHAZARD & OUTBREAK

- Biohazard incident response templates
- Outbreak response — enhanced cleaning log

GOVERNANCE & EVIDENCE

- Corrective Actions / Non-Conformance Log

1 Workbook setup (1 book per room)

- Use 1 workbook per room (one binder per room).
- Label each binder with the room name/number (e.g., Nursery, Toddlers, Kindy, Room 1).

2 What you will need (per room)

- 1 × ring binder (A4)

- Divider tabs
- Hole punch
- Pens/markers
- Plastic sleeves (optional)

3 Assemble the binder (base set)

1. **Print the workbook in full** for each room.
2. **Insert divider tabs** to separate sections.
3. **Replace each yellow “INSERT DIVIDER TAB” page** with a divider tab (you can discard the yellow pages after tabbing, or keep them at the back).

4 Print plan — extra copies per room binder (by page number)

Tip: Use “Print to PDF” first to create a clean room master, then print the required quantities.

-  **NAVY BLUE:** print 10, double-sided per room binder (verification logs only — not front instruction sheet)
-  **ORANGE:** print 10, double-sided per room binder
-  **RED:** print 10, double-sided per room binder
-  **BLACK:** 1 × double-sided per room binder
-  **TEAL:** print at least 20 double-sided per room binder
-  **LIGHT BLUE:** 15+ double-sided per room binder

5 Chemical section — stock room master copy

- Print one full copy of the entire Chemicals & Management section and keep it in the stock room as the shared master.
- Reprint forms from the stock room master as needed.

6 Pre-fill fixed centre details before printing (PDF edit step)

Before you print final copies, use a PDF editor to pre-fill any “always-the-same” details.

Common fields to pre-fill (where shown)

- Service name
- Room name/number (if the page is room-specific)
- Nominated Supervisor / Manager
- After-hours contact name + phone
- Cleaning contractor company name + contact details
- Alarm/access procedure reference (if included)
- Site access method (key/code/fob)
- Standard cleaning products list (if included)

Review period / dates (where the form requires it)

7 When a form is used — minimum completion checklist

Use this as a quick “don’t leave blank” guide.

- **After-hours scope pages:** frequency, time allowance, notes/method, and room details (where shown)
- **Outbreak response:** outbreak details, escalation schedule, communications log, stand-down/review (and chemical record if mixed/decanted)
- **Biohazard incident:** incident details, PPE record, chemical record (if mixed/decanted), waste/disposal, clearance check, corrective actions (recorded in the corrective actions / non-conformance log)
- **Chemicals & stock management:** chemical register, SDS/labels checks, storage checks, stocktake, ordering log, mixing/decanting, disposal
- **Cleaning service performance review:** review details, ratings/comments, actions and closure dates
- **Daytime cleaning checklist (routine cleaning log):** week beginning + room + staff/time/signatures (routine only; biohazard incidents go in the biohazard incident report)
- **Cleaning equipment hygiene & maintenance log:** after-use cleaning/drying, condition check, periodic inspection
- **Linen & laundry log:** routine wash records + soiled/biohazard linen handling
- **Corrective actions / non-conformance log:** issue, risk rating, corrective action, owner, open/closed, verified
- **Communication sheets:** date + educator note + cleaner response + initials + date

8 Suggested divider tab labels (edit to suit)

- After-hours contract cleaning scope
- Periodic / planned major cleaning events
- Outbreak response (enhanced cleaning / outbreak cleaning log)
- Biohazard incident report
- Biohazard waste (info)
- Chemicals & stock management (incl. chemical mixing / decanting record)
- Cleaning equipment hygiene & maintenance log
- Linen & laundry log
- Daytime cleaning checklists / routine cleaning log (educator record)
- Cleaning service performance review
- Corrective actions / non-conformance log
- Worker Competency Register
- Communication sheets (educator ↔ contractor)

9 Version control (recommended)

Workbook version/date: _____

Approved by (name/role): _____



Communication Sheet

Educator / Cleaning Contractor (ECEC)

NCCS SUITE

Purpose: Two-way communication record between centre educators/management and the afterhours / contract cleaning service. Use it to log issues, requests, responses and close-out.

Use: Keep one sheet per room or per period. Anything left unresolved should be escalated and recorded in the Corrective Actions / Non-Conformance Log.

How to Use This Sheet

- 1 Complete the room / area and period fields at the top of the log table (Page 2).
- 2 Educators record any message, request or issue in the Communication Log with the date.
- 3 The cleaning contractor reviews each entry, then records their response and action taken.
- 4 Mark 'Closed?' (Y/N) once the matter is resolved and both parties initial the row.
- 5 Any unresolved or repeat issues must be escalated to the Corrective Actions / Non-Conformance Log.

4 Verification & Corrective Actions

- Review open items at each cleaning service quality review.
- Any unresolved or repeat issue should be logged in the Corrective Actions / Non-Conformance Log with an owner and due date.

5 Document Control

Document	Version	Owner	Approved by	Date	Review due
Communication sheet — educator / cleaning contractor	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]

Communication Log — Section 2: See landscape table on Page 2. Print and file alongside this sheet.

Keep one sheet per room or per period. File completed sheets in the NCCS Workbook binder.

Communication Log

Educator / Cleaning Contractor (ECEC) | Section 2

Room / Area: _____

Period: _____

2 Communication Log

[illegible]

Communication Log

Educator / Cleaning Contractor (ECEC) | Section 2

Room / Area: _____

Period: _____

2 Communication Log

Date	Raised by (educator / centre)	Message / issue / request	Cleaner / contractor response	Action taken	Closed? (Y/N)	Initials

example

example

AFTER HOURS CONTRACT CLEANING

After-Hours Contract Cleaner

Use the tables below to record all relevant contact information, company details, and contract terms for your after-hours cleaning arrangement. Fill in each field as applicable.

1) Centre Contact Details

Field	Details
Service name	
Nominated Supervisor / Manager	
After-hours contact name	
After-hours contact phone	
Emergency procedure reference	

2) Contract Cleaning Company Details

Field	Details
Company name	
Primary contact name	
Phone	
Email	
After-hours emergency contact	

3) Contract Details

Field	Details
Days of service (e.g., Mon–Fri)	
Time allowance per shift (hours)	
Site access method (key / code / fob)	
Areas excluded (if any)	

Cleaning Scope & Periodic Tasks Schedule

Complete the tables below to document the room-by-room cleaning scope included in the after-hours contract, as well as the schedule for all periodic deep-cleaning tasks. Indicate whether each task is included in the contract and record any relevant notes.

Room-by-Room After-Hours Cleaning Scope

Task	Room	Time Allowance (mins)	Included in Contract? (Y/N)	Notes
Bins emptied & liners replaced				
Floors vacuum / sweep				
Hard floors mop (as applicable)				
High-touch points wiped / sanitised (door handles, switches)				
Benches / tables cleaned & disinfected				
Sinks / taps cleaned & disinfected				
Toilets / urinals cleaned & disinfected (bathrooms)				
Mirrors / glass spot-cleaned				
Consumables restocked (toilet paper, soap, paper towel)				

Periodic Tasks Schedule — Contract

Task	Frequency	Time Allowance (mins)	Included in Contract? (Y/N)	Notes
Ceiling fans dust / wipe	Monthly			
Air conditioner filters clean / replace (per manufacturer)	Quarterly			
Blinds wet-clean / curtain vacuum	Quarterly			
Carpet / rug extraction / steam clean	6-monthly			
Grout deep clean	Quarterly			
Outdoor floor reseal / hard-floor strip & reseal (as applicable)	Annually			

CONTRACT CLEAN

 ROOM SIGN IN SHEETS

ROOM: _____

[illegible]

CONTRACT CLEAN

 ROOM SIGN IN SHEETS

ROOM: _____

[illegible]

Insert tab

Yearly Periodic / planned major cleaning events

- Year to a page calender for planning lower-frequency monthly quarterly annually scheduled tasks any planned deep-clean activities or one offs like floor re sealing.
- Periodic task completed sign off
- contractor quarterly performance reviews

YEARLY PLANNED CLEANING TEMPLATE

ECEC CENTER: _____

YEAR: [____]

GENERAL INFORMATION

Contact: [_____]

Cleaning Products: [_____]

CLEANING PRINCIPLES



SAFETY FIRST



ECO-FRIENDLY



CHILD-CENTRIC



REGULAR SCHEDULE



JANUARY



FEBRUARY



MARCH



APRIL



MAY



JUNE



JULY



AUGUST



SEPTEMBER



OCTOBER



NOVEMBER



DECEMBER

NOTES: _____

REVIEWED BY: _____

PERIODIC TASK RECORD & VERIFICATION TEMPLATE

GENERAL INFORMATION

Task Name:			
Location/Department:		Assigned Team/Role:	
Frequency (e.g., Daily, Weekly, Monthly):		Start Date / End Date:	

TASK COMPLETION LOGS

RECORD 1

 DATE COMPLETED	 COMPLETED BY (NAME/SIGN)
 TIME TAKEN (e.g., Hours/Mins)	
TASK CHECKLIST/NOTES	VERIFIED BY (SIGNATURE)
	☒ _____
	VERIFICATION DATE

RECORD 2

 DATE COMPLETED	 COMPLETED BY (NAME/SIGN)
 TIME TAKEN (e.g., Hours/Mins)	
TASK CHECKLIST/NOTES	VERIFIED BY (SIGNATURE)
	☒ _____
	VERIFICATION DATE

RECORD 3

 DATE COMPLETED	 COMPLETED BY (NAME/SIGN)
 TIME TAKEN (e.g., Hours/Mins)	
TASK CHECKLIST/NOTES	VERIFIED BY (SIGNATURE)
	☒ _____
	VERIFICATION DATE

RECORD 4

 DATE COMPLETED	 COMPLETED BY (NAME/SIGN)
 TIME TAKEN (e.g., Hours/Mins)	
TASK CHECKLIST/NOTES	VERIFIED BY (SIGNATURE)
	☒ _____
	VERIFICATION DATE

SUMMARY & REVIEW



BIO HAZARD OUTBREAK RESPONSE

example

Outbreak Response — Enhanced Cleaning Log (ECEC)

Early Childhood Education & Care | Use daily while outbreak is active

SERVICE NAME: Sunflower Early Learning Centre

OUTBREAK PERIOD: 03 Jun – 10 Jun 2026

HOW TO USE: Set frequency, product and contact time in the schedule once. Complete the daily log each day.
Follow the product SDS and the SSOW — Outbreak / Enhanced Disinfection Clean.

Enhanced Cleaning Schedule (set up when outbreak declared)

Area / surface	Enhanced frequency	Product + dilution	Required contact time	Notes
Bathrooms / toileting	6× daily	Viraclean 1:10 (100 mL/L)	5 minutes	Blue & Yellow Room
High-touch surfaces	Every 2 hours	70% IPA spray	30 seconds	Handles, rails, switches
Toys & equipment	After each use	Milton 1:80 (12.5 mL/L)	1 minute	Remove visibly soiled first

PPE for Enhanced Cleaning

- ☒ Disposable gloves
- ☒ Mask / respiratory protection (as advised by health authority)
- ☒ Apron / gown
- ☒ Closed-toe non-slip shoes
- ☒ Eye protection (as per SDS / task)

Daily Enhanced Cleaning Log

Date	Time	Area	Tasks Completed	Product / dilution	Contact time observed Y/N	Completed by	Initials
04/06/26	07:30	Blue Rm Bath	All tasks completed	Viraclean 1:10	Y	S. Mitchell	SM
04/06/26	11:00	Yellow Rm	High-touch disinfection	IPA 70%	Y	T. Lee	TL
05/06/26	08:00	Blue Rm	Full schedule completed	Per cleaning plan	Y	S. Mitchell	SM
05/06/26	13:30	Bathrooms	After-use disinfection	Viraclean 1:10	Y	P. Sharma	PS
06/06/26	07:30	Blue+Yellow	AM enhanced schedule	Per cleaning plan	Y	S. Mitchell	SM

Stand-down / Terminal Clean

TERMINAL CLEAN — what this means:
Terminal clean: The final end-of-outbreak deep clean + disinfection, completed before stand-down is approved, to 'reset' the environment and remove remaining contamination. Includes full clean then disinfect of all affected rooms, high-touch points, toys, equipment, bathrooms and floors; laundering / disposal of soft furnishings and linen; waste disposal; and supervisor sign-off.

- ☒ Final enhanced / terminal clean of all affected areas completed
- ☒ Soft furnishings / linen laundered or disposed (record in Linen & Laundry Log)
- ☒ Equipment cleaned and disinfected (record in Equipment Hygiene & Maintenance Log)
- ☒ Waste disposed per biohazard waste requirements

Stand-down approved by: Sarah Mitchell — Centre Director Date: 10/06/2026

Outbreak Response — Enhanced Cleaning Log (ECEC)

Early Childhood Education & Care | Use daily while outbreak is active

SERVICE NAME: Sunflower Early Learning Centre

OUTBREAK PERIOD: 03 Jun – 10 Jun 2026

HOW TO USE: Set frequency, product and contact time in the schedule once. Complete the daily log each day.
Follow the product SDS and the SSOW — Outbreak / Enhanced Disinfection Clean.

Enhanced Cleaning Schedule (set up when outbreak declared)

Area / surface	Enhanced frequency	Product + dilution	Required contact time	Notes
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High-touch surfaces	Every 2 hours	70% IPA spray	30 seconds	Handles, rails, switches
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Daily Enhanced Cleaning Log

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- ☒ Equipment cleaned and disinfected (record in Equipment Hygiene & Maintenance Log)
- ☒ Waste disposed per biohazard waste requirements

Stand-down approved by: Sarah Mitchell — Centre Director

Date: 10/06/2026

Outbreak Response — Enhanced Cleaning Log (ECEC)

Early Childhood Education & Care | Use daily while outbreak is active

SERVICE NAME: _____

OUTBREAK PERIOD: _____

HOW TO USE: Set frequency, product and contact time in the schedule once. Complete the daily log each day.
Follow the product SDS and the SSOW — Outbreak / Enhanced Disinfection Clean.

Enhanced Cleaning Schedule (set up when outbreak declared)

Area / surface	Enhanced frequency	Product + dilution	Required contact time	Notes

PPE for Enhanced Cleaning

- ☐ Disposable gloves
- ☐ Apron / gown
- ☐ Eye protection (as per SDS / task)
- ☐ Mask / respiratory protection (as advised by health authority)
- ☐ Closed-toe non-slip shoes

Daily Enhanced Cleaning Log

Date	Time	Area	Tasks Completed	Product / dilution	Contact time observed Y/N	Completed by	Initials

Stand-down / Terminal Clean

TERMINAL CLEAN — what this means:
Terminal clean: The final end-of-outbreak deep clean + disinfection, completed before stand-down is approved, to 'reset' the environment and remove remaining contamination. Includes full clean then disinfect of all affected rooms, high-touch points, toys, equipment, bathrooms and floors; laundering / disposal of soft furnishings and linen; waste disposal; and supervisor sign-off.

- ☐ Final enhanced / terminal clean of all affected areas completed
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- ☐ Equipment cleaned and disinfected (record in Equipment Hygiene & Maintenance Log)
- ☐ Waste disposed per biohazard waste requirements

Stand-down approved by: _____ Date: _____

Outbreak Response — Control & Setup (ECEC)

Early Childhood Education & Care | Enhanced Disinfection Protocol

SERVICE NAME: _____

DATE DECLARED: _____

PURPOSE: Task-by-task record of enhanced cleaning and disinfection carried out while an outbreak / illness cluster is active. This log is referenced in the SSOW pack.

USE: Start a new log when an outbreak is declared; maintain until stand-down. Use alongside the centre's outbreak escalation / communication process. Follow the SSOW — Outbreak / Enhanced Disinfection Clean. Individual biohazard spills are recorded on the Biohazard Incident Response template.

Outbreak Details (fill in when outbreak declared)

Field	Value
Service name	
Outbreak type (e.g., gastro / respiratory / other)	
Date declared	
Rooms / areas affected	
Declared by (name / role)	
Health authority advice reference (if any)	
Date stood down	

Verification & Corrective Actions

- A supervisor must verify enhanced cleaning against this schedule daily and initial the log.
- Any control not met (missed area, incorrect contact time, wrong product) must be recorded in the Corrective Actions / Non-Conformance Log.

Document Control

Document	Version	Owner	Approved by	Date	Review due
Outbreak Response — Enhanced Cleaning Log					

Use this template when:

Use this template when there is a biohazard incident requiring immediate containment and decontamination (vomit/diarrhoea, blood, urine/faeces, sharps, contaminated items, sewage overflow). Customise to your service SSOW, PPE, and spill kit procedure.

1) Incident details

Incident ID / reference:

Date/time identified:

Identified by (name/role):

Location (room/area):

Estimated volume/extent:

People potentially exposed:

Biohazard type (tick):

☐ Vomit

☐ Faeces

☐ Diarrhoea

☐ Sharps

☐ Blood

☐ Sewage/overflow

☐ Urine

☐ Other:

Any injuries? (Y/N):

First aid provided? (Y/N):

Suspected infectious risk:

Photos taken? (Y/N):

2) Immediate isolation & safety actions (tick off)

☐ Stop access to the area (barrier/signage)

☐ Remove/relocate children and non-essential staff

☐ Ventilate area where safe/appropriate

☐ Put on required PPE before approach

☐ Prepare spill kit and dedicated cleaning equipment

☐ If sharps present: follow sharps procedure, use sharps container (no picking up by hand)

☐ If large/complex contamination (e.g., sewage): escalate to management/contractor immediately

3) PPE record (complete)

☐ Gloves

☐ Eye protection

☐ Closed shoes

☐ Mask

☐ Apron

☐ Other:

PPE donned by (name/role):

Time donned:

PPE doffing method followed? (Y/N):

4) Chemical handling record (complete if chemicals used/decanted)

Date/time	Product name	Active ingredient	Dilution	Contact time	Area used	Prepared by	PPE used

5) Containment, clean, disinfect, restore

5.1 Containment actions (tick)

☐ Absorb/contain spill using spill kit absorbent

☐ Remove visible contamination before disinfecting

☐ Prevent spread to clean zones (dedicated cloths/mops)

5.2 Cleaning & disinfection (tick)

☐ Remove contaminated materials safely (paper towel/absorbent)

☐ Clean with detergent (as per procedure)

☐ Apply disinfectant and meet contact time

☐ Clean/disinfect surrounding high-touch points

☐ Clean/disinfect floor area beyond visible spill boundary

5.3 Items affected (tick and note action)

☐ Soft furnishings (rugs/cushions/ouinge)
Action:

☐ Toys (soft)
Action:

☐ Equipment (e.g., highchair/cot)
Action:

☐ Toys (hard)
Action:

☐ Linen/bedding
Action:

☐ Curtains/blinds (if splashed)
Action:

5.4 Laundry handling record

Bagging method: _____

Wash temperature/program: _____

Dryer used (Y/N): _____

Items removed from service until cleaned/dry: _____

5.5 Waste & disposal record

Waste stream used (general / clinical / biohazard as applicable): _____

Double-bagged (Y/N): _____

Sharps disposed in sharps container (Y/N/NA): _____

Bin area cleaned after disposal (Y/N): _____

5.6 Clearance check (tick when complete)

☐ No visible contamination remains

☐ Contact time achieved

☐ Area dried/ventilated

☐ Cleaning equipment decontaminated or disposed

☐ Hand hygiene completed after PPE removal

6) Exposure & incident management

Anyone had direct contact? (Y/N): _____

Any splash to eyes/mouth/broken skin? (Y/N): _____

Actions taken (first aid / eyewash / medical advice): _____

Notifications required (management, families, regulator/PHU if required): _____

Exclusion/isolation required for affected person(s): _____

7) Communications log

Date/time	Audience	Method	Message summary	Sent by

8) Contractor call-out (if used)

Contractor company: _____

Called at: _____

Work completed: _____

Contact: _____

Arrival: _____

Invoice/job reference: _____

9) Post-incident review

Completed by (name/role): _____

Review date: _____

Root cause (brief): _____

Preventative actions: _____

Action / corrective measure	Owner	Due date	Status

Biohazard Waste — Information & Legislative Requirements

ECEC SETTING

AUSTRALIA

This document provides comprehensive guidance for Early Childhood Education and Care (ECEC) services on identifying, handling, storing, and disposing of biohazard and infectious waste. Proper management of biohazard waste is a critical workplace health and safety obligation that protects staff, children, families, and the broader community from exposure to infectious materials.

All ECEC services must have documented procedures for biohazard waste handling. Requirements vary by state/territory and local council — use this as a reference and confirm your jurisdiction's specific rules and waste contractor requirements before finalising your procedures.

⚠ Requirements vary by state/territory and local council. Always confirm your jurisdiction's rules and waste contractor requirements. This document aligns to the Model WHS framework and common waste regulatory controls.

What Counts as Biohazard / Infectious Waste in ECEC?

Not all waste generated in an ECEC setting is classified as biohazard waste. Understanding which materials require specialist handling is the first step in safe waste management. The following categories of waste are typically assessed as biohazard or infectious in an ECEC context.

Blood-Contaminated Items

Gauze, bandages, and paper towel used on bleeding wounds during first aid response.

Vomit / Diarrhoea Clean-Up

Absorbents, disposable cloths, and gloves used during vomiting or diarrhoea clean-up events.

Faeces / Urine Waste

Faeces and urine clean-up waste where infection risk is suspected, including during outbreaks.

Outbreak Nappies

Nappies from children with suspected or confirmed gastro/outbreak, as determined by risk assessment.

Sharps

Needles and lancets — whether found on premises or generated for medical needs on-site.

Contaminated PPE

Gloves, masks, and aprons used during an outbreak response and assessed as contaminated.

Waste Streams

ECEC services must understand and correctly use the appropriate waste stream for each type of waste generated. Incorrect segregation is a compliance risk and a safety hazard.

General Waste

Non-infectious, routine waste. Most nappies under normal conditions are managed here per local arrangements. No specialist contractor required.

Biohazard / Clinical / Infectious Waste

Waste assessed as infectious or contaminated and requiring specialist handling. Must be managed through a licensed contractor and in accordance with state/territory environmental regulations.

Sharps Waste

Needles and lancets must be placed in an approved sharps container immediately after use. Never placed in general waste or biohazard bags. Requires licensed sharps disposal contractor.

Minimum Controls, Handling Procedures & Spill Response

WHS COMPLIANCE OPERATIONAL GUIDANCE

Effective biohazard waste management in ECEC requires a layered approach — from hazard identification through to correct PPE use, safe storage, and emergency response. The following sections outline the minimum controls required under the Model WHS framework and best practice for ECEC settings.

Key WHS Duties

- **Safe Workplace & Systems of Work**

Maintain a safe workplace and safe systems of work, including safe handling and storage of substances and waste — **WHS Act (Model)**.
- **Risk Management**

Identify, assess, control, and review risks for biological hazards and waste handling — **WHS Regulations (Model)**.
- **Information, Training & Supervision**

Provide information, training, instruction, and supervision for all workers and contractors — **WHS Act (Model)**.
- **PPE Provision & Correct Use**

Provide and ensure correct use of PPE where risk remains after other controls are applied — **WHS Regulations (Model)**.

Hazard Identification & Risk Assessment (Minimum)

Identify Sources

Identify likely biohazard waste sources across the centre: first aid areas, toilets and nappy change areas, outbreak situations, and any sharps risks.

Assess Exposure Routes

Assess how exposure could occur — skin contact, splash to eyes or mouth, sharps injury, or aerosols generated during clean-up activities.

Determine Controls For:

- Personal Protective Equipment (PPE) selection and use
- Containment of biohazard waste at the point of generation
- Cleaning and disinfection procedures
- Waste segregation and correct stream allocation
- Storage requirements, security, labelling, secondary containment
- Contractor pickup schedule and documentation
- Incident and exposure response procedures

Minimum Controls for Handling Biohazard Waste

- 1 Segregation & Containment**

 - Segregate biohazard waste from general waste as required by risk assessment or contractor
 - Use appropriate bags/containers — double-bag where required
 - Keep bags sealed at all times; avoid overfilling
- 2 Labelling**

 - Label containers and bins as required with biohazard signage where infectious waste is stored
 - Ensure labelling meets contractual and jurisdictional requirements
- 3 Storage**

 - Store securely away from children, locked or controlled access at all times
 - Prevent leaks, odours, and unauthorised access
 - Use secondary surfaces and secondary containment where needed
- 4 PPE & Hygiene**

 - Go no less as minimum — add eye protection, mask, and apron based on splash risk
 - Perform hand hygiene and glove removal after handling all waste
- 5 Sharps Procedures**

 - Maintain an approved sharps container and documented sharps procedure
 - Never recap needles; never pick up sharps by hand
 - Use tongs or forceps; follow procedure at all times

Transport & Disposal (Waste Contractor)

Licensed Contractor

Use a licensed and appropriate waste contractor where required for clinical, infectious, and sharps waste disposal.

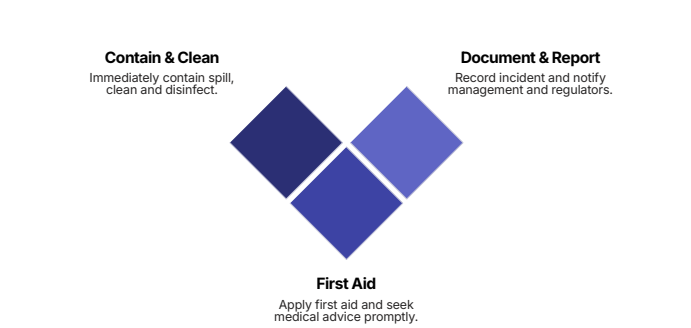
Contract Requirements

Ensure pickup schedule, documentation requirements, and container specifications are clearly defined in the contractor agreement.

Records

Keep all contractor dockets and collection records where provided. These form part of your compliance documentation.

Spill and Exposure Response (Summary)



Legislative References, Records & Centre-Specific Setup

COMPLIANCE AUSTRALIA RECORDS

ECEC services operating in Australia must comply with a layered framework of legislation governing workplace health and safety, public health and infection control, environmental protection, and the transport of dangerous goods. The specific Acts and Regulation names and clauses are jurisdictional — the references below align to the Model WHS framework and common waste regulatory controls applicable across Australian states and territories.

Legislative & Regulatory References (Australia)

8.1 — Workplace Health & Safety

- Work Health and Safety Act (Model)** — primary duty of care; training and information; consultation; incident management and notification
- Work Health and Safety Regulations (Model)** — risk management, PPE requirements, hazardous manual tasks, emergency plans, hazardous chemicals (where disinfectants and cleaners are classified as hazardous)

8.2 — Public Health / Infection Control (Jurisdictional)

- Public Health Act (state/territory)** and associated Regulations and Directions (where applicable) — communicable disease management and outbreak directions issued by public health authorities

8.3 — Environmental Protection / Regulated Waste (Jurisdictional)

- Environment Protection / Waste Avoidance and Resource Recovery legislation (state/territory)** — regulated waste classification, transport, tracking, and disposal requirements
- EPA / environmental regulator guidelines** for clinical and infectious waste (state/territory specific)

8.4 — Transport of Dangerous Goods (Sometimes Applicable)

- Where waste is classified as transported as dangerous goods, relevant **Dangerous Goods (Road and Rail Transport) legislation** may apply to confirm your jurisdiction's and waste contractor

i The exact Act and Regulation names and clauses vary by jurisdiction. Always verify current requirements with your state/territory WHS regulator, EPA, and public health authority before finalising procedures.

Records to Keep (Recommended)

Compliance Documentation

- Biohazard waste procedure / Safe System of Work (SSOW)
- Waste contractor agreement and pickup schedule
- Collection dockets and manifests (if provided)
- Sharps container placement log (if applicable)

Incident & Training Records

- Incident and exposure reports and corrective actions taken
- Staff training records covering: spill response, PPE use, sharps handling, and waste segregation
- Risk assessment records and review dates
- Any regulatory notifications or correspondence

Centre-Specific Setup — Fill In

Every ECEC service must complete and maintain the following centre-specific information as part of their biohazard waste management procedure. This information should be reviewed annually and whenever arrangements change. Ensure all relevant staff have access to this information.

Item	Centre Details (Complete & Keep Current)
Biohazard waste stream used?	Yes / No — confirm with risk assessment and contractor
Sharps container location	
Biohazard waste storage location	
Waste contractor name	
Pickup frequency	
Emergency pickup contact	
Internal escalation contact	

☐ This document serves as a reference only. Requirements vary by state/territory and local council. Confirm your jurisdiction's specific rules, waste contractor requirements, and regulatory obligations before implementing procedures at your centre. Review this document at least annually or whenever legislative or operational changes occur.

Insert tab

Chemicals & stock management

chemical mixing / decanting record

Cleaning equipment hygiene & maintenance log

Chemical Storage & Supply Management

This file serves as the central record for all cleaning chemicals, Safety Data Sheets (SDS), safe storage protocols, and supply/stock management at your ECEC centre. Update this record upon receipt of new products, when decanting or mixing, and during monthly stocktakes.

Section 1 — Centre & Responsible Persons

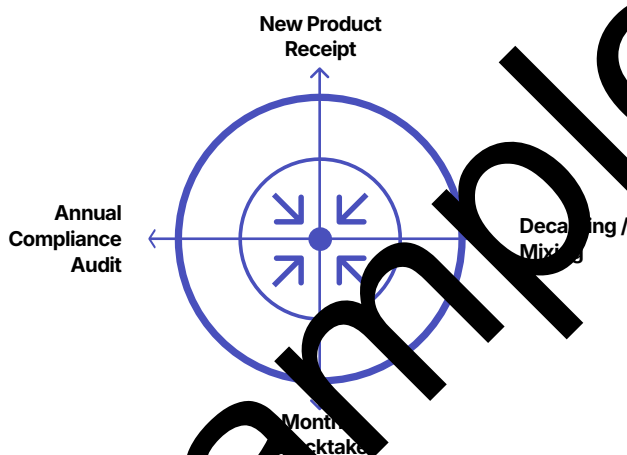
Instructions: Complete all fields below and review at each audit cycle.

- **Service Name:** _____
- **Storage Location(s):** _____
- **Responsible Officer (Name/Role):** _____
- **Backup Officer (Name/Role):** _____
- **Review Frequency:** _____
- **Last Review Date:** _____
- **Next Review Date:** _____

Section 2 — Storage Rules (Centre-Specific)

Instructions: Confirm compliance for each item and note any site-specific details.

- **Chemical cupboard/room kept locked?** (Y/N): ____
- **Ventilation method:** _____
- **Spill kit location:** _____
- **Eyewash location (if applicable):** _____
- **First aid kit location:** _____
- **Incompatible chemicals stored separately?** (Y/N): ____
- **Decanting permitted? (Y/N) — If yes, labelling standard:** _____



⚠️ SDS Requirement
A current Safety Data Sheet must be on file and accessible for every chemical stored on-site. Review SDS documents at each annual audit.

⚠️ Incompatible Storage
Never store oxidisers near flammables or acids near alkalis. Confirm separation is maintained and documented in this record.

📌 Labelling Standard
All decanted containers must be clearly labelled with product name, hazard symbols, concentration, and date of decant. Unlabelled containers are prohibited.

📅 Monthly Stocktake

Verify quantities, check expiry dates, confirm SDS currency, and update the stock register for all chemicals held on-site.

📦 New Product Receipt

Record product name, supplier, quantity received, SDS obtained, and storage location allocated before placing in the chemical cupboard.

🔄 Decanting / Mixing

Only permit where authorised. Apply labelling standard immediately. Record the action in the chemical log with date, person, and product details.

📅 Annual Audit

Review all SDS documents, storage compliance, staff training records, and update responsible officer details. Sign off and set next review date.

📄 Document Control: This file is a living record. All staff with chemical handling responsibilities must be familiar with its contents. Store a printed copy inside or adjacent to the chemical storage area and maintain a digital backup.



Chemical handling / mixing record (use when mixing/decanting)

[illegible]

General notes are convenient for chemical reactions, hydrolysis

Authorization signature

ECEC Cleaning | National Childcare Cleaning Standard (NCCS)

Chemical register (approved products)

[illegible]

Cleaning Equipment Hygiene & Maintenance Log

ECEC Cleaning | National Childcare Cleaning Standard (NCCS)

DOCUMENT OVERVIEW & VERIFICATION

Purpose:

Record the cleaning, drying and maintenance of cleaning equipment to prevent it from becoming a source of cross-contamination.
Companion log to the Cleaning Equipment Hygiene & Maintenance SSOW.

Notes

- Equipment used on a biohazard spill must be decontaminated or discarded — record the action in the After-use cleaning record and cross-reference the biohazard incident report.
- Damaged or degraded items must be removed from use immediately and replaced before the next session.
- Colour-coded equipment must not be used across zones — refer to the Colour-Coding SSOW for zone assignments.
- Mop heads and reusable cloths must be laundered or replaced after each use in accordance with the cleaning schedule.

Verification

Supervisor spot-check frequency	
Record location (completed logs filed in)	
Reviewed by / Date	

How to Use

- 1
- After-use cleaning record (Page 2)**
Complete one row for each piece of cleaning equipment after every use. Record the zone / colour code, cleaning and disinfection status, equipment condition, and your initials. Flag and remove any damaged items immediately.
- 2
- Periodic inspection & maintenance (Page 3)**
Complete during scheduled equipment inspections (weekly or monthly as per the SSOW). Record inspection results, any maintenance or replacements performed, and set the next scheduled check date.

ECEC Cleaning | National Childcare Cleaning Standard (NCCS)

After-use cleaning record

[illegible]

ECEC Cleaning | National Childcare Cleaning Standard (NCCS)

Periodic inspection & maintenance

[illegible]

DIVIDER TAB

GOVERNANCE DOCUMENTS

example

SSOW — Worker Competency Register

TEMPLATE

CENTRE-LEVEL DOCUMENT

Purpose

This register is the authoritative centre-level record of workers who are **competent to perform Safe Systems of Work (SSOW) tasks unsupervised** and/or to supervise others who are not yet fully competent.



Only workers marked **Competent (Current)** may sign off verification checks or supervise non-competent staff. This rule is absolute and must be enforced at all times.

How to Use This Register

- Add one row per worker — no exceptions
- Update competency status **immediately** after training, assessment, refresher, or expiry
- Link this register wherever SSOWs require supervision or competency verification
- Keep evidence links current and ensure expiry dates are actively monitored

Minimum Competency Requirements

Each centre must confirm that all workers meet the following baseline competencies before being marked as current:

Biohazard Risk Management

Infection-control cleaning and transmission route awareness

Waste Handling & Disposal

Correct segregation and disposal requirements per segregation

Chemical Safety

SSOW literacy, correct dilution ratios, and contact time compliance

PPE Donning & Doffing

Correct sequence and technique verified by an assessor

Task-Specific SSOW Assessment

Observed practice assessment completed and documented

Register Table — Worker Competency Status

Worker Name	Role / Position	SSOW Task(s) Assessed	Competency Status	Expiry Date	Evidence Link / Notes



Audit Tip: Keep all evidence links current — including training records, assessment checklists, and refresher logs. Expiry dates must be actively monitored; a lapsed competency removes the worker's authority to supervise or sign off verification checks immediately.

Worker Competency Register

[illegible]

Non-Conformance Register

ECEC Workforce Solutions

Early Childhood Education & Care | National Childcare Cleaning Standard (NCCS)

SERVICE / CENTRE NAME:

PERIOD:

Risk rating key: L = Low (monitor) M = Medium (correct within 7 days) H = High (correct within 48 hrs) X = Extreme (stop activity — escalate immediately)

[illegible]

PURPOSE

Central register for any non-conformance found during cleaning, equipment, chemical, linen or biohazard tasks. Every SSOW verification section points here when a control is not met — log the issue, the corrective action, the owner and the closure.

How to Use This Log

- Raise an entry whenever a task, supervisor spot-check, audit or incident identifies a non-conformance (e.g., missed contact time, expired product, damaged equipment, PPE not available, missed log entry).
- Any High or Extreme residual risk identified in a SSOW risk assessment must be recorded here with an action before the task proceeds.
- Close an entry only when the corrective action has been completed and verified.

Verification & Review

Field	Value
Reviewed by (name / role):	
Review frequency:	
Repeat or trending issues escalated to:	

Note: Training/competency gaps identified here are recorded in the Worker Competency Register.

Common Non-Conformances (ECEC) — with Corrective Action Examples

Table A — Documentation & Execution Gaps	
Common non-conformance (example)	Corrective action (example)
Routine tasks not completed / gaps in daily log	Complete task ASAP (if safe), notify supervisor, record reason, retrain staff on minimum frequencies, add spot-checks for 2 weeks.
Log not filled in (time/initials missing)	Back-fill only if evidence exists (not guesswork). Remind staff 'it's not OK to say it didn't happen'. Reissue log with clearer sign-off section.
Corrective action raised but not closed by due date	Reassign owner, set new due date with interim control, supervisor follow-up weekly, escalate to management if repeated.
Repeated same non-conformance (trend)	Root-cause analysis (staffing, time, layout, supplies). Update roster/time allocation, revise procedure, targeted retraining + competency sign-off.

Table B — Product, PPE, Biohazard & Outbreak Controls	
Common non-conformance (example)	Corrective action (example)
Wrong product used (not on approved register)	Stop use, remove from area, replace with approved product, update register/SDS file, brief team, document disposal if required.
Disinfectant contact time not met	Re-clean/disinfect correctly. Add 'contact time' prompt at point-of-use, retrain, supervisor to verify next 5 uses.
Incorrect dilution / decanting into unlabelled bottle	Dispose safely, replace with correctly labelled container, implement labelling rule, limit access to concentrates, add dilution guide at sink/chemical station.
SDS not available / SDS outdated	Obtain current SDS, upload/print and file, confirm point-of-use access, schedule quarterly SDS currency check.
PPE missing at point of use (gloves/aprons/masks/eye protection)	Restock immediately, set minimum stock levels + reorder point, assign stock owner, add weekly PPE check to supervisor routine.

Common non-conformance (example)	Corrective action (example)
PPE used incorrectly (e.g., gloves not changed between tasks)	Stop task, correct technique, retrain on don/doff and glove-change rules, add observation checks during next shift.
Biohazard incident handled as 'routine' (wrong category)	Escalate to correct biohazard response procedure, isolate area, re-do response correctly, debrief team, record incident + competency gap.
Biohazard waste placed in general waste	Quarantine/rectify if safe, retrain on waste stream rules, label bins clearly, ensure biohazard bags/bin available and located correctly.
Spill kit missing/incomplete/not accessible	Restock kit, assign kit owner, add monthly spill-kit audit, place kit at designated locations and label clearly.
Cross-contamination risk (same cloths/equipment across zones)	Remove equipment, implement colour-coding/zoning rules, retrain, add storage separation, supervisor checks for 2 weeks.
Cleaning equipment stored wet/dirty (mops/cloths)	Clean and dry equipment, introduce end-of-shift equipment hygiene step, provide drying racks, document in equipment log.
Linen handling non-compliant (soiled linen transported openly)	Bag/contain immediately, revise linen workflow, provide bags/containers at point-of-use, retrain and add spot checks.
High-touch points missed during outbreaks/enhanced periods	Implement enhanced schedule, increase frequency, add temporary 'enhanced' checklist, supervisor verification daily until stood down.
Outbreak trigger not escalated / delay in enhanced protocol	Activate escalation pathway, notify required persons, document timeline, conduct after-action review, update trigger criteria training.

Cleaning Service Quality Review

Questionnaire - Quarterly Assessment

NCCS SUITE

Q1

Q2

Q3

Q4

Purpose: Quarterly (4x per year) quality review of after-hours / contract cleaning services.

Instructions: Complete as a centre team, then share with the cleaning contractor and record actions.

1 Review Details (fill in all fields)

Service name:

Review period (Q1 / Q2 / Q3 / Q4 + dates):

Date completed:

Completed by (name / role):

Cleaning contractor / company:

Contracted frequency (e.g., Monday):

Contracted time window:

Contracted time allowance (hours):

2 Overall Rating

Overall satisfaction (circle one):

1 Poor / Not met	2 Needs improve	3 Meets	4 Exceeds	5 Excellent
------------------------	-----------------------	------------	--------------	----------------

Would you renew with this provider? (Circle: Y N Unsure) Notes:

Top 3 Strengths:

Top 3 Issues:

1

1

2

2

3

3

3 Quality Questionnaire — Rate each item

Scale: 1 = Poor / Not met 2 = Needs improvement 3 = Meets standard 4 = Exceeds 5 = Excellent N/A = Not applicable

Category	Performance Criterion	Rating (1-5 / N/A)	Comments / examples / locations
Service delivery	Cleaner arrives within agreed time window and completes within required timeframe		
Service delivery	Attendance is reliable (no unexplained missed visits)		
Service delivery	Sign-in / out records are completed accurately (logbook / app)		
Communication	Communication is timely and professional (responds to issues / requests)		
Communication	Issues found are reported (breakages, hazards, low consumables)		
Work quality	Floors are consistently clean (no sticky patches, debris, corners/edges acceptable)		
Work quality	Bathrooms / toilets are consistently clean (smell, bowls/seats, sinks, mirrors)		
Work quality	Nappy change areas are cleaned and disinfected as required		
Work quality	High-touch points are addressed (handles, switches, light taps)		
Work quality	Bins are emptied and bin areas are clean (no spills, leaks / odours)		
Work quality	Kitchen / food areas (if included) are clean and hygienic (benches, sinks, handles)		
Work quality	Staff areas (if included) are clean (touchpoints, benches, floors)		
Detailing	Detail areas are maintained (skirting, corners, behind doors, ledges)		
Detailing	Glass and mirrors (as per scope) are free of obvious marks		
Periodic tasks	Periodic tasks are completed on schedule (e.g., fans, vents, grout, windows)		
Safety / WHS	Chemicals are used safely (correct dilution, no strong residue / odour, no mixing)		
Safety / WHS	Cleaning equipment is hygienic and fit-for-purpose (cloths / mops not dirty / odorous)		
Safety / WHS	Hazards are controlled (wet floors signed, cords managed, storage secure)		
Security	Site is secured after cleaning (doors / gates / alarms as per procedure)		
Professional conduct	Professional presentation and respectful conduct		

4 Room / Area Spot-Check (optional)

Room / Area	Pass (Y/N)	Issues found	Photo refs (if used)
Entry / foyer			
Playroom(s)			
Sleep room			
Bathrooms / toilets			
Kitchen			
Hallways / shared areas			
Outdoor (if included)			

5 Corrective Actions & Follow-Up

Issue / non-conformance	Priority (H / M / L)	Action required	Owner (centre/contractor)	Due date	Closed (date)

6 Acknowledgement (optional)

Centre representative name / signature:

Contractor representative name / signature:

Date:

DIVIDER TAB

DAY TIME ROUTINE CLEANING

example

Document Control — Daytime Cleaning Log (ECEC)

Early Childhood Education & Care | National Childcare Cleaning Standard

SERVICE NAME: _____

VERSION / DATE: _____

WHAT THIS IS: Document control details for the Daytime cleaning checklist / routine cleaning log.

WHEN TO UPDATE: When you issue a new version, change ownership/approval, or set a new review date.

Document Control (fill in)

Field	Value
Service name / legal entity	
Document title	Daytime cleaning checklist / routine cleaning log
Document ID / reference	
Location in system	Cleaning management workbook > Routine cleaning log
Version number	
Issue date	
Effective from	
Prepared by (name / role)	
Approved by (name / role)	
Next review due	
Applies to (rooms / areas)	
Distribution / access	
Record retention (completed logs)	
Supersedes	

Register Table (optional)

Document	ID / Ref	Version	Prepared by	Approved by	Issue date	Effective from	Review due
Daytime cleaning checklist / routine cleaning log							

The Daytime routine cleaning task list is covered by six Routine Cleaning SSOWs

- SSOW — Toilet & Children's Bathroom Clean and Disinfect
- SSOW — High-Touch Surface Disinfection
- SSOW — Toy Cleaning & Sanitation
- SSOW — Sleep Surfaces: Cot, Mattress & Sleep-Mat Sanitation (also links to the Linen & Laundry Log)
- SSOW — Kitchen & Food-Prep Surface Cleaning
- SSOW — Floor Cleaning & Mopping

Daytime Cleaning Checklist — Tasks & Sign-off

Early Childhood Education & Care | Routine Cleaning Log

WEEK BEGINNING: _____

ROOM / AREA: _____

HOW TO USE: Record time + initials in each day cell for each completion (morning / midday / afternoon — up to 3×).
Add or remove rows to match your room. File completed logs weekly.

Task	Frequency	Mon (×3)	Tue (×3)	Wed (×3)	Thu (×3)	Fri (×3)
Tables / eating surfaces — clean + sanitise	After each meal / use (min 3× daily)					
High-touch points (handles, switches, rails, taps)	At least 3× daily					
Toys / shared equipment	Daily + when visibly soiled					
Nappy change / toileting surfaces	After each use					
Sleep / rest surfaces	Daily + after use					
Floors — sweep / spot mop as needed	Daily + spot clean as needed					
Bins emptied (liners replaced if used)	Daily + when 2/3 full					
[Insert additional task]	[Insert frequency]					

Daily Sign-off by Room Leader

Date	Completed by (name)	Time	Initials	Supervisor spot-check (initials)
Mon				
Tue				
Wed				
Thu				
Fri				

Daytime Cleaning Checklist — Tasks & Sign-off

Early Childhood Education & Care | Routine Cleaning Log

WEEK BEGINNING: _____

ROOM / AREA: _____

HOW TO USE: Record time + initials in each day cell for each completion (morning / midday / afternoon — up to 3×).
Add or remove rows to match your room. File completed logs weekly.

Task	Frequency	Mon (×3)	Tue (×3)	Wed (×3)	Thu (×3)	Fri (×3)
Tables / eating surfaces — clean + sanitise	After each meal / use (min 3× daily)					
High-touch points (handles, switches, rails, taps)	At least 3× daily					
Toys / shared equipment	Daily + when visibly soiled					
Nappy change / toileting surfaces	After each use					
Sleep / rest surfaces	Daily + after use					
Floors — sweep / spot mop as needed	Daily + spot clean as needed					
Bins emptied (liners replaced if used)	Daily + when 2/3 full					
[Insert additional task]	[Insert frequency]					

Daily Sign-off by Room Leader

Date	Completed by (name)	Time	Initials	Supervisor spot-check (initials)
Mon				
Tue				
Wed				
Thu				
Fri				

Daytime Cleaning Checklist — Tasks & Sign-off

Early Childhood Education & Care | Routine Cleaning Log

WEEK BEGINNING: _____

ROOM / AREA: _____

HOW TO USE: Record time + initials in each day cell for each completion (morning / midday / afternoon — up to 3×).
Add or remove rows to match your room. File completed logs weekly.

Task	Frequency	Mon (×3)	Tue (×3)	Wed (×3)	Thu (×3)	Fri (×3)
Tables / eating surfaces — clean + sanitise	After each meal / use (min 3× daily)					
High-touch points (handles, switches, rails, taps)	At least 3× daily					
Toys / shared equipment	Daily + when visibly soiled					
Nappy change / toileting surfaces	After each use					
Sleep / rest surfaces	Daily + after use					
Floors — sweep / spot mop as needed	Daily + spot clean as needed					
Bins emptied (liners replaced if used)	Daily + when 2/3 full					
[Insert additional task]	[Insert frequency]					

Daily Sign-off by Room Leader

Date	Completed by (name)	Time	Initials	Supervisor spot-check (initials)
Mon				
Tue				
Wed				
Thu				
Fri				

Linen & Laundry Log

Early Childhood Education & Care — Operational Record

Record routine and soiled/biohazard linen handling and laundering. Companion log to the **Linen & Laundry Management SSOW**.

⚠ Handling Rules

- Do **not** shake or pre-sort soiled linen at any time
- Keep clean and used linen **separated at all times**
- Linen soiled with bodily fluids: follow the relevant **biohazard SSOW first**, then cross-reference the biohazard incident report

✓ Verification & Compliance

Supervisor Spot-Check

Frequency: **[Insert]**

Non-Conformances

Recorded in: **Corrective Actions / Non-Conformance Log**

Worker Training

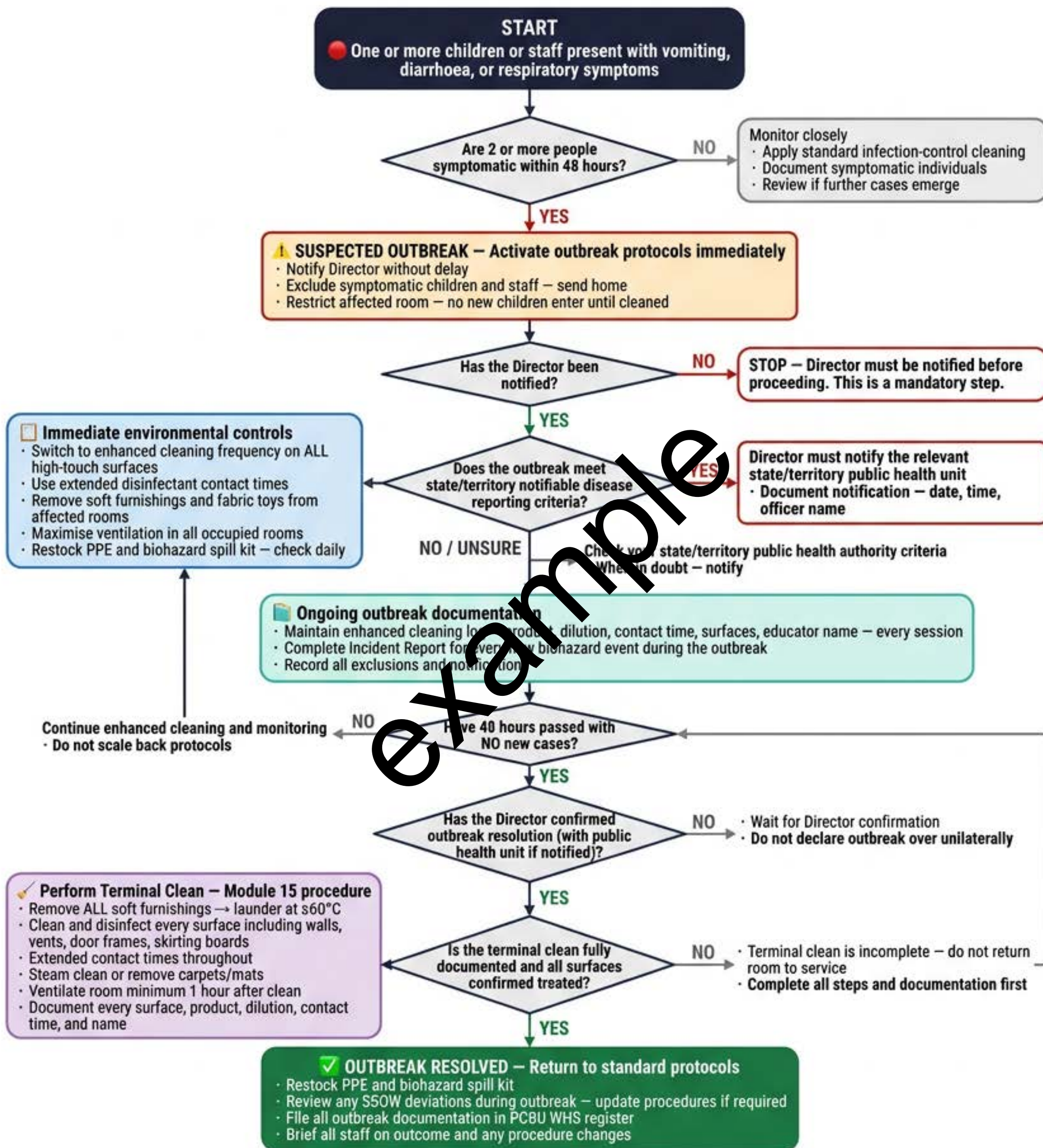
Recorded in: **Worker Competency Register**

⚠ Always cross-reference soiled linen incidents with the relevant Biohazard Incident Report before completing this log entry.



OUTBREAK RESPONSE DECISION TREE

Follow this flowchart when two or more people present with the same symptoms within 48 hours



! Scaling back enhanced cleaning before the 48-hour case-free window has elapsed is one of the most common causes of secondary outbreaks. The decision must be based on documented criteria – not operational convenience.



INCIDENT DOCUMENTATION

Minimum Required Fields — SSOW Compliance

"Cleaned up" is NOT sufficient. Every field below must be completed.

☐ Date and time of incident or task	☐ Steps completed — aligned to SSOW sequence
☐ Location — room, surface, specific area affected	☐ Any deviations from the SSOW — and reason why
☐ Nature of contamination — vomit / blood / faecal / urine / other	☐ Children and adults present or at risk at time of incident
☐ Cleaning products used — product name, dilution ratio	☐ Who was notified — name, role, and time of notification
☐ Contact time observed — confirm full contact time was achieved	☐ Escalation required? — outbreak threshold / notifiable incident
☐ PPE worn — list each item worn throughout	☐ Educator name and signature
☐ Waste disposal method — biohazard bag / bin type used	☐ Data record was completed

Does your record demonstrate SSOW achievement?

Ask yourself — could a WHS inspector read this record and confirm:

- The correct procedure was followed step by step?
- Correct PPE was worn throughout?
- Products were used at the correct dilution and contact time?
- Waste was disposed of correctly?
- The area was safe before children re-entered?
- Escalation occurred where required?

If any answer is NO — the record is incomplete.

NOT SUFFICIENT

"Child vomited. Cleaned up. Room OK."

-  No products listed
-  No contact time confirmed
-  No PPE recorded
-  No waste disposal documented
-  Does **NOT** demonstrate SSOW achievement

SUFFICIENT

"10:42am — Vomit on table, Room 2. Donned gloves, apron, face shield. Applied absorbent, bagged. Cleaned with Diversey detergent. Applied Milton at 1:80 dilution — 5 min contact time observed. Doffed PPE. Handwashed 40 sec. Biohazard bag → yellow bin. Director notified 10:55am."

 All SSOW fields present

*Reference: Module 4, Section 4.4 — Documentation and Mandatory Reporting

*WHS Act s.27 — Due diligence evidence · WHS Act ss.35–38 — Notifiable incidents

BIOHAZARD SPILL KIT — CONTENTS CHECKLIST

SERVICE
LOGO

Check kit is fully stocked at the start of every shift

SECTION 1 — PPE



Disposable
nitrile gloves —
minimum 2 pairs



Disposable
apron —
minimum 2



Face shield or
safety glasses
— minimum 1



Surgical or P2
mask —
minimum 2

SECTION 2 — CONTAINMENT



Biohazard spill
absorbent powder
or granules



Paper towels —
adequate supply



Single-use cloths
— minimum 4



Small tongs or
scoop for solid
matter

SECTION 3 — CLEANING & DISINFECTION



Detergent
solution
(labelled,
in-date)



TGA-registered
disinfectant
(labelled, in-date,
correct dilution)



Spray bottle
(labelled with
product name,
dilution, date
prepared)

SECTION 4 — WASTE DISPOSAL



Sealed yellow
biohazard bags
— minimum 3



Biohazard waste
bin with lid —
accessible and
not overfull



Cable ties or
bag ties for
sealing

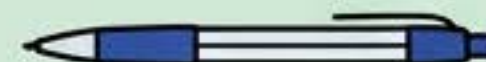
SECTION 5 — DOCUMENTATION



Incident Report forms
— minimum 2



Pen



FOOTER RULES



- ❌ If ANY item is missing — restock BEFORE use and notify supervisor
- ❌ Never use a depleted kit — report stockout immediately
- ✅ Restock kit immediately after every use
- ✅ Check expiry dates on disinfectant monthly

Poisons Information Centre: 13 11 26
Emergency: 000

COLOUR-CODED CLEANING ZONES

● RED – Toilets and Bathrooms



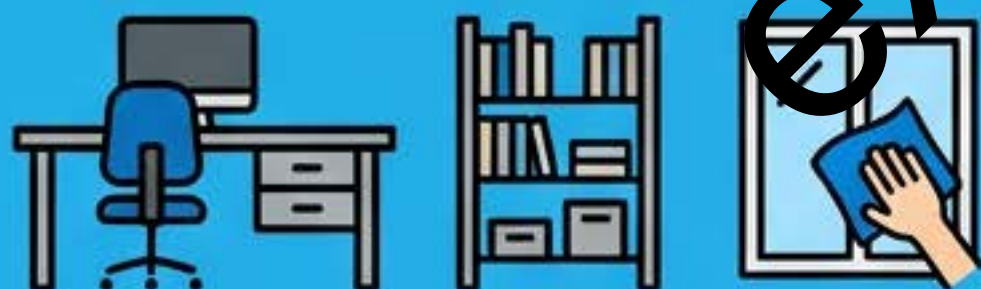
- Highest biological hazard density in the service
- Dedicated red cloths and bucket only
- Never use red equipment in any other zone

○ YELLOW – Clinical / Nappy Change Areas



- Continuous bodily fluid exposure
- Dedicated yellow cloths only
- Treat as contaminated zone at all times

● BLUE – General Surfaces, Rooms, Windows



- Standard infection-control cleaning
- Dedicated blue cloths and equipment
- Never cross into bathroom or kitchen zones

● GREEN – Food Preparation and Kitchen Areas



- Clean zone – must be actively protected
- Dedicated green cloths and food-safe equipment only
- No equipment from any other zone may enter without decontamination

> **⊘ Never use a cloth from one colour zone in another – no exceptions**

- **Microfibre cloths:** single-use per surface; laundered at $\geq 60^{\circ}\text{C}$ before reuse
- **Disposable cloths:** single-use only; dispose immediately after each task

CLEAN SIMPLE 3 COLUMN TABLE

ECEC WASTE DISPOSAL GUIDELINES

WASTE TYPE	ECEC EXAMPLES	CORRECT CONTAINER	DISPOSAL PATHWAY
General Waste 	Food scraps, paper, non-contaminated packaging, dry sweepings	Standard lined bin 	Council collection 
Clinical / Biohazard Waste 	Soiled nappies; used PPE from biohazard response; contaminated single-use cloths; biohazard absorbent; blood-contaminated items	Sealed yellow biohazard bag → lined biohazard bin 	Licensed clinical waste contractor 
Chemical Waste 	Expired cleaning chemicals; contaminated chemical containers; diluted solutions past shelf life	Original labelled container; chemical waste container if original not available 	Licensed chemical waste contractor; drain disposal only if SDS confirms acceptable 
Sharps Waste 	Discarded syringes found outdoors; broken glass with contamination risk; used auto-injectors (EpiPens)	Rigid yellow sharps container — never a soft bag 	Licensed sharps/clinical waste contractor 
Soiled Linen (pre-laundry) 	Soiled nap sheets, contaminated clothing, soiled bibs	Sealed laundry bag in designated area 	Laundered on-site at ≥60°C or licensed commercial laundry 

ECEC Linen: Category Risk Levels (11.2)

How to sort, handle, bag, and launder linen to prevent cross-contamination.

	LOW (Green)	MEDIUM (Amber)	 HIGH (Red) 
LOW RISK	Clean linen with no known contamination	Used linen with routine exposure (no visible body fluids)	Linen contaminated or likely contaminated with biological material
	Examples - Unused spare bedding stored in linen cupboard - Clean towels/washcloths not yet used - Laundry that was cleaned and stored correctly	Examples - Used cot sheets/blankets (no visible soiling) - Used towels after handwashing/water play - Used dress-ups/fabric items with normal handling	Examples - Linen with vomit, faeces, blood, urine - Linen from an ill child (especially gastro/diarrhoea) - Linen used during a biohazard incident clean-up
	Handling - Handle with clean hands - Keep stored away from contaminated areas - Prevent contact with floors and bathroom surfaces	Handling - Minimise shaking (reduces particle spread) - Avoid hugging linen to uniform - Perform hand hygiene after handling	Handling - Wear gloves (and add apron/mask if splash risk) - Do not shake linen - Keep away from face/body - Treat as a contamination source until fully processed
	Bagging & transport - Standard clean-linen basket/container only - Keep separate from used linen	Bagging & transport - Standard laundry bag/hamper with lid - Move directly to laundry area (do not leave in rooms)	Bagging & transport - Place directly into a sealed leak-proof bag (double-bag if needed) - Label/identify as contaminated if your system allows - Transport immediately to laundry (no hallway staging)
	Laundering - Standard hot wash per service process - Dry fully before storage	Laundering - Hot wash suitable for childcare linen - Dry fully (heat assists decontamination)	Laundering - Use the hottest appropriate wash for the fabric - Use appropriate detergent (and disinfecting process if required by protocol) - Dry fully before reuse - Clean/disinfect hamper/container after transporting contaminated linen



DO NOT shake linen



DO NOT mix contaminated linen with clean storage



DO NOT carry linen against clothing



DO NOT leave used linen in learning areas



DO NOT reuse linen until fully washed and dried

Always follow your service procedures and product instructions. Escalate high-risk linen during outbreaks.