

Laundry / Cleaning Procedure

Enquires to:	Centre Manager, or Chairperson
Applies to:	Kaiako/Cleaner/domestic duties
Date Developed:	May 2021
Date reviewed:	Feb 2024
Next Review Date:	February 2026

ECE Regulations 2008, Licensing Criteria. HS2.

Rationale:

To ensure the staff are responsible for the cleaning of the children’s bed linen and other linen used within the centre on a daily or rostered basis.

To comply with the Health and Safety Policy, MOE Regulations.

To maintain a high standard of hygiene and cleaning practices, these are to be adhered to .

Procedure:

There is a roster to ensure children’s sheets and blankets are washed regularly.

Sheets and blankets to be changed once a week to be washed on the day it states for each child on the Roster, using a hot wash

Kaiako will follow the procedures for hand washing and nappy changing as stated.

Dirty laundry is to be washed on the premises according to the instructions on the machine itself following Tikanga practiced displayed in the Laundry.

Each Washing group to be **both washed and dried separately**. There is to be no mixing of group for hygiene purposes.

Group are:

Face cloths and Bibs

Bedding, body towels and body cloths (Green)

Kai related – Table cloth, tea towels, aprons, and Blue kai cloths

Black cleaning cloths

Red- Blood cloths

Soiled items

Floor towels

Dress-ups, doll clothes and fabric for play and set ups.

On the occasion that children have soiled, their bed linen it is to be washed separately and immediately. Hot wash applied. All other linen is to be washed once a week.

Cots are to be disinfected once a week with Bleach 1:10 and wiped down once per week.

Mattresses are to be aired over the weekend.

O/2 Beds are to be sprayed with bleach 1:10 and wiped down once per week. Nui room stretches to be sprayed with bleach and wiped down after each use.

Dry laundry is to be folded and put away accordingly.

All appliances are to be operated according to the instructions in the instruction manuals.

Board of Trustees consulted	Yes/No	Kaiako consulted Yes/No
Parents consulted	Yes/No	
Approved by: _____	Designation: _____	Date: _____