

# **SHARP**

## **Cleaning and Maintenance Procedures**

### **Cleaning**

Paid or Volunteer cleaners carry out cleaning of the buildings and toilets after the programme is closed each day or while the children are absent from the building. All buildings and toilets are cleaned twice a day.

Police checks are completed on all Spreydon Baptist cleaning Staff. Cleaning agents are kept out of reach of children at all times.

SHARP Volunteers will clean all crockery and cutlery used by SHARP children. The steriliser will also be used. Volunteers will ensure that appropriate cleaning products are used. (Cleaning products are present in all kitchen areas.)

At the end of each programme, Volunteers and Staff may be required to vacuum, wash and dry dishes and clean the kitchen when necessary.

Lawns will be mowed at the discretion of the Property Manager at times when children are not in residence.

### **Equipment and Capital Maintenance**

All Building Warrant of Fitness certificates will be kept on SHARP files (Official Documents Folder). The Spreydon Baptist Church Property Manager is responsible for ensuring these are current.

The Property Manager will monitor the buildings and grounds and ensure maintenance is carried out when required.

Evacuation plans are clearly visible in all buildings and facilities. Exit signs are clearly displayed on all emergency exits. Smoke Free signs are clearly visible in all buildings.

Safety checks are carried out daily by Programme Supervisors (This is recorded on the clipboards located in all programmes). Once a term, Equipment is monitored for safety and wear by the Supervisors and Coordinator. Volunteers are to report cases of unsafe equipment to the Supervisor.

Unsafe equipment will be removed from use. The Coordinator will arrange for the equipment to be repaired/ replaced in conjunction with the Property Manager.

Burglar Alarms are monitored by Code 9 Security and maintained by Cactus Security Ltd. The fire alarm is serviced and monitored monthly under contract with Chubb Systems & Services.

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### **Pest and Vermin Control Procedure**

Fly spray shall be used only when children are not in the room or area.

Fly spray shall be stored in a place which is inaccessible to children.

In the case of vermin or pests infestation (i.e.: mice, bees, white tailed spiders etc) the property manager will be consulted and/ or an exterminator will be contacted.