

Schedule(s):

Removal of cobwebs from cornice, light fittings and all other areas to a height of 3.0m or below from floor level: **Once a week (Mondays)**

Equipment/Consumables:

- Disposable Gloves
- Cobweb Brush

Area:

All areas

Machinery:

Backpack Vacuum

Chemicals:

N/A

SWMS:

801 – Cobwebbing

807 – Cleaning, Wiping, Dusting
Above Shoulder Height

808 – Cleaning, Wiping, Dusting
Below Shoulder Height

Cleaning Steps:

1. Make sure you have read, understood, and signed off the correct Safe Work Practices.
2. Ensure you are wearing disposable gloves.
3. Using the cobweb brush, start from one corner of the room and work systematically, moving clockwise or counterclockwise to cover the entire area, gently sweeping away cobwebs.
4. Ensure to cover all activity rooms, hallways, foyer, and amenities.
5. Pay special attention to areas near windows, door frames, and vents where cobwebs are commonly found.
6. Work your way around the room, ensuring all cobwebs are removed from ceiling corners, light fixtures, walls, and other surfaces.
7. Once finished, use the vacuum to collect cobwebs.
8. Empty the vacuum cleaner or dustpan into the designated bin.
9. Once all cobwebs have been removed, inspect the area for any remaining cobwebs or missed spots.
10. Store cleaning equipment properly and securely after use, ensuring cobweb brush and vacuum are clean.
11. Dispose of used gloves and any disposable PPE in a designated bin.
12. Wash hands thoroughly with soap and water to remove any dust or allergens from the skin.

What Good Looks Like:



The Centres should be clean at the end of each evening:

Removal of cobwebs from cornice, light fittings and all other areas to a height of 3.0m or below from floor level.

Why it's important:

- The cleanliness of the Centres are our customer's first and last impressions of our presentation, so we need to make this a positive one.
- With children moving around the centre, proper cleaning techniques can greatly reduce the risk of cross contamination and the spreading of germs and bacteria.
- Following correct cleaning principles will give our customers a Centre they trust, delivering quality, service and value.
- Frequent removal of spider webs allows the centre to be ready for all assessment and rating audits, allowing them to remain operational.