|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Premises/Business/Group** | |  | | |
| **Checklist Completed By** | |  | | |
|  | **Procedure** | | **Date**  **Completed** | **Signed** |
| **Staff** | Confirm all staff on site have completed training for deep clean and that everyone knows the plan of the area and their specific role. | |  |  |
| Check that each member of staff has the correct PPE and knows how to safely remove and dispose of Personal Protective Equipment (PPE): | |  |  |
| Apron and gloves | |  |  |
| Mask | |  |  |
| Goggles | |  |  |
| Confirm that all staff are wearing appropriate PPE and have sufficient replacements for the job before entering the premises. | |  |  |
| **Equipment** | Check all required equipment is present and fit for purpose: | | | |
| PPE – aprons, gloves, masks, goggles | |  |  |
| Waste bags and labels | |  |  |
| Laminated procedure instructions | |  |  |
| Detergent: **KIND** | |  |  |
| Disinfectant:  **EC4** **SANITISER** + 750ml spray bottle | |  |  |
| **CHLOR TABS** | |  |  |
| **Hand wash and HANDSAN** | |  |  |
| Buckets/basins | |  |  |
| Disposable cloths/paper towels | |  |  |
| Steam cleaner | |  |  |