Cleaning

At the end of each session the building is to be left generally clean and tidy ready for the next session. This includes the sinks, toilets and kitchen areas as well as the play areas. Any soiled toys or equipment are to be cleaned immediately, either on the premises or if preferred, taken home to be cleaned by a member of staff and then returned.

Staff on shift are responsible for ensuring that they leave the premises in a reasonable state, prior to leaving the building at the end of the day.

Disposal of Rubbish
The disposal of rubbish, tissues and nappies is the responsibility of staff at the setting at the end of the day. Throughout the day rubbish is placed in bins situated inside the preschool. As the bins become full or at the end of the day, staff on duty at that time, are responsible for placing the rubbish in the relevant County Council provided bins which are situated **at Alburgh** inside the gate (recycling, food waste and general waste) at the entrance to the preschool path which leads to the nursery. **At Harleston** there are 4 of each type of bin in the car park, to the left of the school reception and a food waste bin outside the conservatory door.

There are two dustbin types on each site (recycling and household waste) and rubbish needs to be placed in the correct bins. The bins are emptied alternately every two weeks; there is also a food waste bin at Alburgh.
Food waste needs to be collected throughout the day in compostable food waste bags- then sealed and placed in the food waste bin. This waste is collected weekly from the Alburgh setting.

The following items can be recycled in your recycling bin.
All recycling must be:

- **clean** – please rinse containers and do not put in any food leftovers
- **loose** – please do not put anything in plastic bags or black bin liners
- **dry** – please ensure the bin lid remains shut

Paper and cardboard

- newspapers/magazines
- leaflets
- packaging card and cardboard
- wrapping paper (clean and without adhesive tape, ribbons and glitter)
- greeting cards
- envelopes (including those with windows)
- catalogues/telephone books
- shredded paper
- junk mail (without the plastic wrapping)

Metal tins, cans and foil

- all steel and aluminium cans and tins
- clean foil trays and containers
- empty aerosol cans
- aluminium foil

Plastic containers

- milk and drink bottles (lids on)
- bathroom bottles (lids on including trigger and pump spray bottles)
- food and ready meal trays (including black plastic trays)
- fruit and vegetables punnets
- yoghurt, cream and soup pots
- ice cream and margarine tubs

Food and drink cartons

- milk cartons
- juice cartons

Glass

- glass bottles - lids on
- glass jars - lids on

<u>All the remaining household waste goes in the black waste bin</u>

Designated cleaning monitors

Alburgh with Denton are Jayne Rayner and Karen Edwards and

Harleston preschool are Jayne Rayner and Allie Moss.