



MEN'S SHED - CLEANING and DISINFECTING

Definitions:

- **Cleaning** means to physically remove germs, dirt and grime from all surfaces using a detergent and water solution.
 - **Disinfecting** means using chemicals to kill germs on surfaces.
 - **Damp Dust** means to wet a paper towel with cleaning agent and wring out, such that the cloth is damp, but does not drip water.
 - **Paper towel spray and wipe. Biocidal cleaner** mean to dampen the surface with a spray of agent and wipe dry with paper towel
- Cleaning materials:

Cleaning Materials:

*Material Safety Data Sheets are appended to the master copy of the **Channel Men's Shed Inc., COVID-19 resumption plan***

Spray and Wipe - AutoSmart Biocidal Cleaner diluted at 10 to 1 and provided in a 20 litre drum in store for re-filling spray dispensers:

Liquid soap for normal hand-washing - AutoSmart Medicated Hand and Body Cleaner use straight from pump dispenser

Grit cleaner for extreme hand-cleaning - AutoSmart Extra Hands – Heavy Duty Hand Cleaner:

Paper Towel from the white towel dispenser – Tork universal paper towel:

Alcohol based hand rub - AutoSmart Smart Hands: Preferably use Medicated Hand Cleaner or Extra Hands with hot water: Smart Hands only occasional use as it is harsher and can cause irritation.

Wet wipes – TouchPoint Hand sanitising Alcohol wipes

Toilet and floor disinfectant - AutoSmart Eucalyptus Disinfectant: Diluted 20 to 1 and used for floor and toilet areas:

General:

Under the pandemic restriction regime at date of compilation, **Channel Men's Shed Inc.**, has elected not to open to the general membership the kitchen, lounge, locker room, craft room and the office to avoid regular cleaning and issues relating to maintaining proper social distancing while the 4 square meter and the 1½ meter requirements remain in place. Relaxation of the regime is anticipated and the evolution of the cleaning requirements will precipitate changes to this schedule, in particular with the preliminary notes made for the Shed facilities presently noted as closed.

The Shed has chosen not to incur the cost of contract cleaners and, instead, to rely on the members using the workshop facilities to protect themselves and by extension their community by cleaning the Shed and equipment on the following basis.

- On arrival each member will be allocated, in strict rotation, a short cleaning task from the following schedule
- On assuming control of a tool, and following completion of use, clean it in accordance with the schedule, before its return to storage
- Cast iron and similar machine tool surfaces will require lubrication for rust prevention and to protect following cleaning with alcohol spray or wipes

Schedules:

– Areas listed for daily use:

Entry, door surfaces and surrounds, light switches, security controls, bell	Clean at least daily or at change of operator	Paper towel spray and wipe. Biocidal cleaner
Mobile phone, personal	Everyone clean on arrival or at change of operator.	Wet wipes
Alcohol based sanitiser dispenser	Clean on arrival and at least daily.	Paper towel spray and wipe Biocidal cleaner
Work benches, Wooden,	Clean at least daily or at change of operator, if rarely used clean weekly.	Vacuum
Work benches, Metal	Clean at least daily or at change of operator, if rarely used clean weekly.	Paper towel spray and wipe. Biocidal cleaner
Machinery, hand tools, power tools, ladders	Clean once on picking up and again on returning to storage and at least daily or at change of operator, if rarely used clean weekly.	Lubricated surfaces re-oil as needed Paper towel spray and wipe.
Keys, locks, door handles	Clean at least daily.	Paper towel spray and wipe. Biocidal cleaner
Stair rails	Clean at least daily or at change of operator.	Paper towel spray and wipe. Biocidal cleaner
Hard plastic, vinyl flooring	Clean at least daily, if rarely used clean weekly.	Detergent and Biocidal cleaner
Fridges	Clean surfaces and handles daily.	Paper towel spray and wipe. Biocidal cleaner
Sinks taps and hand dryer	Clean at least daily.	Paper towel spray and wipe. Biocidal cleaner
Kitchen appliances	Clean at least daily.	Paper towel spray and wipe.

Toilets

Clean at least daily.

Toilet disinfectant spray and wipe

Biocidal cleaner

– Areas not listed for daily use

NOTE that, for the time being these areas have been restricted from use by the membership

Hard plastic, vinyl flooring,
laminex, melamine, tables

If used, clean at least daily, if rarely used clean weekly.

Detergent and Disinfectant sprays

Carpets

If used, clean at least daily, if rarely used clean weekly.

Vacuum, spot clean detergent

Chairs, upholstered

If used, clean at least daily, if rarely used clean weekly.

Vacuum, spot clean detergent

Chairs, non-upholstered

If used, clean at least daily, if rarely used clean weekly.

Detergent and Disinfectant sprays

Computer, keyboard, mouse,
Headsets, remote controls,
phones

If used, clean at least daily or at change of operator, if rarely used clean weekly.

Alcohol wipes, wet wipes

Stainless bench tops

If used, clean at least daily, if rarely used clean weekly.

Detergent and Disinfectant sprays

Pots pans cutlery and china

If used, clean at least daily.

? Dishwasher cleaned on use

Cleaning roster #1 (Coordinator to complete on arrival)

Entry, door surfaces and surrounds, light switches, security controls, bell	Clean at least daily.	Paper towel spray and wipe. Biocidal cleaner
Mobile phone, personal	Everyone clean on arrival.	Wet wipes
Alcohol based sanitiser dispenser	Clean on arrival and at least daily.	Paper towel spray and wipe Biocidal cleaner

Completed by (name and signature) on (date).....

NOTE; AutoSmart Biocidal Cleaner diluted already and in 1 litre spray bottle: Spray and Wipe

Cleaning roster #2 (All members using any tool)

Work benches, Wooden,	Clean at least daily or at change of operator, if rarely used clean weekly.	Vacuum
Work benches, Metal	Clean at least daily or at change of operator, if rarely used clean weekly.	Paper towel spray and wipe. Biocidal cleaner
Machinery, hand tools, power tools, ladders	Clean once on picking up and again on returning to storage and at least daily or at change of operator, if rarely used clean weekly.	Lubricated surfaces re-oil as needed Paper towel spray and wipe. Biocidal cleaner

Completed by (name and signature)..... on (date).....

NOTE: AutoSmart Biocidal Cleaner diluted already and in 1 litre spray bottle: Spray and Wipe
Lubrication / SilberGleit is intended as a rust preventative on cast iron surfaces. Spray and wipe switched and controls which are handled

Cleaning roster #3 (Coordinator to allocate on member arrival)

Keys, locks, door handles Clean at least daily.

Paper towel spray and wipe.
Biocidal cleaner

Stair rails Clean at least daily or at change of operator.

Paper towel spray and wipe.
Biocidal cleaner

Hard plastic, vinyl flooring Clean at least daily, if rarely used clean weekly.

Detergent and Biocidal cleaner

Completed by (name and signature)..... on (date).....

NOTE: AutoSmart Biocidal Cleaner diluted already and in 1 litre spray bottle: Spray and Wipe
Floors, hall floor spray and mop. Requires eucalyptus detergent and hot water weekly.

Cleaning roster #4 (Coordinator to allocate on member arrival)

Fridges	Clean surfaces and handles daily.	Paper towel spray and wipe. Biocidal cleaner
Sinks taps and hand dryer	Clean at least daily.	Paper towel spray and wipe. Biocidal cleaner
Kitchen appliances	Clean at least daily.	Paper towel spray and wipe. Biocidal cleaner

Completed by (name and signature)..... on (date).....

NOTE: AutoSmart Biocidal Cleaner diluted already and in 1 litre spray bottle: Spray and Wipe

Cleaning roster #5 (Coordinator to allocate on member arrival)

Toilets

Clean at least daily.

Toilet disinfectant spray and wipe

Completed by (name and signature)..... on (date).....

NOTE: AutoSmart Eucalyptus Disinfectant: Already diluted 20 to 1 and used, from the one litre spray bottle primarily for the toilet areas: Toilet disinfectant