

## CLEANING FREQUENCY SCHEDULE

AREA	FREQUENCY			
	D	W	M	OTHER
<b>GENERAL OFFICES</b>				
Clean front entrances, steps, recess etc.		X		
Suction clean main entrance foot mats and damp mop well	X			
Empty waste bins, change liners as necessary		X		
Dust all wooden surfaces (e.g. desks, bookcases)			x	
Dust all chair legs and supports			x	
Dust pictures, notice boards and frames			X	
Dust all fire extinguishers			x	
Damp wipe and leave smear free all synthetic surfaces on desks, storage units and counters		X		
Vacuum all fabric covered furniture and screens including daily spot clean as necessary			X	
Damp dust any artificial plants				Every 3 months
Damp wipe skirting boards to remove marks and dust			x	
Damp wipe windowsills, ledges and doors			x	
Dust all door frames, tops and jambs			X	
Dust or damp wipe all filing cabinets			x	
Damp wipe telephones using recommended sanitiser product			x	
Soft Flooring – Suction clean all carpet, clean spots & spillages. Remove chewing gum and hard deposits		x		
Soft flooring – Suction clean edges and corners with appropriate tool			x	
Hard flooring – Sweep and clean spots & spillages. Damp mop all vinyl/tiled flooring.		x		
<b>CLASSROOMS/LECTURE THEATRES/MEETING ROOMS/OPEN AREAS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>OTHER</b>
Damp wipe and leave smear free all synthetic surfaces on desks, storage units and counters		x		
Empty waste bins, change liners as necessary	X			
Damp wipe skirting boards, windowsills, ledges and doors		x		
Damp wipe telephones using recommended sanitiser product		x		
Dust all wooden surfaces (e.g. desks, bookcases, tables)		x		
Dust all chair legs, supports, picture frames, notice boards, door frames			x	
Vacuum all fabric covered furniture and screens including daily spot clean as necessary		x		
<b>FLOORING (SOFT) CLASSROOMS/LECTURE THEATRES/MEETING ROOMS/OPEN AREAS</b>				
Clean spots and spillages	X			
Remove chewing gum and hard deposits as necessary	X			
Suction clean soiled carpeted areas	X			
Suction clean all carpets	x			
Suction clean edges and corners with appropriate tool			X	

AREA	FREQUENCY			
	D	W	M	OTHER
<b>FLOORING (HARD) CLASSROOMS/LECTURE THEATRES/MEETING ROOMS/OPEN AREAS</b>				
Sweep and clean spots and spillages.	X			
Remove chewing gum and hard deposits – as needed	X			
Damp mop – all vinyl/tiled flooring	X			
<b>WASHROOM/TOILETS/SHOWERS</b>				
Clean, sanitise and polish all vitreous fixtures including toilet bowls, urinals, shower trays and hand-basins	X			
Polish chrome and stainless steel fittings			x	
Clean splashbacks and mirrors and leave smear free	X			
Empty all waste bins, damp wipe and disinfect	x			
Replenish soap and toilet rolls	x			
Dust or damp wipe shelves, dryers, cisterns, sanitary disposal units and towel cabinets			x	
Spot clean walls, doors and partitions				As necessary
Descalc toilet bowls and urinals (using separate chemical) see supervisor				Every 3 months
Remove limescale from sinks and taps				Every 3 months
Damp mop and sanitise flooring	x			
<b>KITCHEN / STAFF COMMON ROOMS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>OTHER</b>
Clean and sanitise all work surfaces and tables		x		
Remove limescale from sink and taps				Every 3 months
Spot wipe walls, partitions and glazed areas			x	
Empty waste bins, damp wipe and sanitise	X			
Spot clean cupboards, door frames, light switches, kick and push plates, handles			x	
Damp wipe exterior of fridge, microwave			x	
Dust wooden furniture, chair legs, window ledges			x	
Floor cleaning – vacuum floor, clean edges and corners with appropriate tool. Damp mop vinyl/tiled surfaces	x			
Damp mop all vinyl/tiled flooring	x			
<b>QUALITY AUDITS</b>				
A quality audit of your area will be carried out either monthly or quarterly (depending on the area) and the score (with any connections needed) reported to you via your supervisor.				
<b>KEY</b> D      Daily W      Weekly M      Monthly				