

Key

D = Daily

W = Weekly

M = Monthly

S = Summer Holiday

C = Christmas Holiday

E = Easter Holidays

T = Twice Weekly

**Tasks**

	Entrance Halls/Corridors/Cloakrooms/Staircases	Offices	Medical/Staff room	Classroom and Libraries	Toilets/Bathrooms Changing Rooms	Dining/ and main hall
1. Vacuum Hard Floors or Mop Sweep	D	D	D	D	D	D
2. Spray Buff Hard Floors	D	-	-	-	-	D
3. Damp Mop Hard Floors/Scrub	D	-	D	D	D	D
4. Spot Clean Hard Floors and remove chewing gum as necessary	-	D	-	-	-	-
5. Vacuum Clean Carpets, Door Mats and Barrier Mats	D	D	D	D	-	D
6. Clean Mat Wells and outside door areas	W	-	W	W	-	W
7. Damp Wipe Furniture and Fittings, Sills, Ledges, Locker Tops	D	T	D	D	D	D
8. Spot Clean Walls and Paintwork Removing finger marks	W	W	W	W	D	W
9. Stand Up or Down Chairs or straighten them	-	D	D	D	-	D
10. Empty and Clean Waste Bins, wash as required	D	D	D	D	D	D
11. Clean Toilets, Sinks, Basins, and Showers, Drinking Fountains	D	D	D	D	D	D
12. Clean Glazing in Doors and Adjacent Panels	W	W	W	W	W	W
13. Clean and Sanitise Telephones	M	M	M	M	M	M
14. Strip and reseal, wet scrub all Limestone, cherry wood, Rubber, Tiled and Altro Flooring	S		S	S	S	S
	C	-	C	C	C	C
	E		E	E	E	E
15. To Carpet Clean using Hot Water Extraction Method	S	S	S	S	-	-
16. Deep clean to all areas and high level cleaning to all areas inc sills, ledges paintwork etc	S	S	S	S	S	S
	C	C	C	C	C	C
	E	E	E	E	E	E
17. Secure All Areas	D	D	D	D	D	D