

CLEANING SCHEDULE

RES LAUNDRY	REGULAR FOUR WEEKLY CALENDAR TASKS					ONCE PER QUARTER	ONCE EVERY SIX MONTHS	ONCE PER YEAR
	ONCE PER DAY	ONCE EVERY SECOND DAY	ONCE EVERY WEEK	ONCE EVERY TWO WEEKS	ONCE EVERY FOUR WEEKS			
LAUNDRY 			Remove all debris and wet mop or hose floor. Detail clean sinks, taps, drains, cupboards, cabinet tops, table tops, chairs, exterior surfaces of white goods and electrical equipment, wipe clean internal glass doors, glass partitions, walls, doors, partitions and electrical fittings. Dryers; REMOVE LINT & DUST from all accessible filters and vents. DISPLAY SIGNAGE	Cobweb, dust or wipe clean all accessible internal/external entrance glass, door frames, hand rails and internal window ledges.		Detail clean exterior areas directly adjacent to entrances e.g. steps, landings and awnings. Detail clean all accessible interior windows. Detail clean exterior areas directly adjacent to entrances e.g. steps, landings and awnings.		Detail clean internal glass doors, glass partitions, walls, doors, partitions, internal and external surfaces of cupboards, exhaust vents, door vents, sinks, taps, drains, cabinets, tables, chairs, white goods and electrical fittings. ALL AREAS: Detail clean all window coverings. Strip and reseal floors if required, machine scrub/ Buff floors where applicable. Clean graffiti from all surfaces. DISPLAY SIGNAGE
LAUNDRY  WASTE			Remove waste and replace liners. Move external wheelie bins to collection points according to site schedules and responsibilities.	Clean all the internal bins and replace bin liners. (Remove waste if required)				Remove/empty all interior waste, clean bins and replace liners.

Blue Cloth - General Cleaning	Red Cloth - Toilet bowls and urinals	Light Blue Cloth - Glass and mirror cleaning
Green Cloth - Kitchen and food preparation areas	Pink Cloth - Bathrooms vanities and walls, showers, toilet walls etc.	EVERY SECOND DAY = Week 1 - Mon, Wed & Fri. Week 2 -Tue & Thu

Notes:

Wagga Res Laundries cleaned under this schedule include Buildings 226, 321, 461, 536, 537

The Sign Off logs for all of these buildings (including the Four Weekly Log and the Yearly Log) are located in Building 461