

Riverina Water Administrative Building	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				
Bathrooms 	Check and refill dispensers, Clean mirrors, toilets, hand basins, urinals, and fittings. Wet mop clean floor. Remove waste and replace the bin liner if required. Display wet floor signage. Wipe over all touch points.	Wipe clean to remove marks, cobwebs & stains from all doors, walls, benches, and partitions.	Detail clean all internal walls, floors mirrors, toilets, hand basins, urinals, and fittings (scrub as required to maintain finish). Display wet floor signage.			Remove graffiti from all surfaces.		Detail clean all walls and floors (machine scrub as required to maintain finish). Display wet floor signage. Fully clean all internal & external Glass	
Waste 	Remove all INTERNAL general/organic/recycle/paper waste from internal bin stations to external waste collection points and replace the bin liner if required. (offices excluded) Red = General Waste Green = Organic Yellow = Co-mingled Recycle Blue = Paper & Cardboard		Move EXTERNAL WASTE BINS to collection point according to site schedules and responsibilities Clean all internal waste bins (excluding offices)						
Kitchens and Lunchrooms 	Wipe clean walls, partitions, tabletops, cabinet tops, splashbacks, sinks, taps, exterior surfaces of cupboards, white goods, and appliances. Wipe over all general touch points. Sweep, wet mop hard floor surfaces (Spot clean stains where applicable). Display wet floor signage.		Spot clean chairs removing marks and grease	According to safe work practices and non-specialist requirements. Spot clean accessible window ledges and internal windows	Fully clean tables and chairs. Detail clean tiled walls and splash backs			Fully clean all internal & external Glass	
Entrances and Foyers 	Sweep, vacuum carpets, mats, and hard floor surfaces (Spot clean stains where applicable). Wipe clean counter tops, tables & chairs. Refill automatic sanitiser dispensers. Wipe over all general touch points.	Clean all entrances and adjacent areas, including entrance glass (both sides), sidelights, walls, doors doormats and mat wells		According to safe work practices and non-specialist requirements. Spot clean accessible window ledges and internal windows				Fully clean all internal & external Glass	
Offices, Hallways, Meeting rooms and Common Areas 	Sweep, vacuum carpets, (Spot clean stains where applicable). Wipe over all general touch points.		Spot clean to remove all dust and marks from vertical and horizontal surfaces including electrical fittings and office furniture. Where possible Vacuum all corners and edges including under furniture.	According to safe work practices and non-specialist requirements spot clean glass doors and partition glass, beneath wall mounted sanitiser dispensers, accessible window ledges and internal windows		According to safe work practices and non-specialist requirements dust all partitions and window ledges. Dust all fire-fighting appliances		Fully clean all internal & external Glass	
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			