

CLEANING SCHEDULE

24HR	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. Display wet floor signage. Remove waste and replace the bin liner if required. Wipe clean to remove marks & stains from all doors, walls, benches and partitions. Remove, clean and replace all mats.	Wipe clean to remove marks & stains from all doors, walls, benches and partitions. Remove, clean and replace all mats.	Detail clean all floors, tiled walls, shower recesses and amenity fittings (machine scrub as required to maintain finish). Display wet floor signage. Where applicable; Dust and clean tops of lockers. Remove graffiti from all surfaces.					Detail clean all walls and floors (machine scrub as required to maintain finish).
Waste 	Remove all INTERNAL recycle/general waste from internal bin stations to external waste collection points and replace the bin liner if required (offices excluded)..		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, table tops, cabinet tops, sinks, taps, exterior surfaces of cupboards, white goods and appliances.		Spot clean chairs removing marks and grease.		Fully clean tables and chairs. Detail clean tiled walls and splash backs.			
Stairs and Stairways 			Spot clean, sweep, wet mop and or vacuum internal stairs, hand rails and landings. Display wet floor signage.					
Entrances and Foyers 	Clean all entrances and adjacent areas, including entrance glass (both sides), sidelights, walls, doors doormats and mat wells. Sweep, wet mop and or vacuum carpets, and hard floor surfaces (spot clean stains where applicable). Display wet floor signage if applicable.							
Offices, Hallways and Common Areas 	As per weekly building schedule sweep, wet mop and or vacuum carpets, mats and hard floor surfaces (spot clean stains where applicable). Display wet floor signage if applicable. Where possible vacuum all corners and edges including under furniture. Where applicable machine buff to remove scuff marks from sealed hard floor surfaces. Clean all drinking fountains. According to safe work practices and non-specialist requirements spot vertical and horizontal surfaces including electrical fittings, office furniture, clean glass doors and partition glass.				According to safe work practices and non-specialist requirements dust all partitions and window ledges. Dust all fire fighting appliances.	According to safe work practices and non-specialist requirements dust air conditioning and return air vents.		Where practical wash both sides of all exterior glass and detail clean all internal glass partitions. Strip and reseal and/or machine scrub all hard floors as necessary to maintain finish. Display wet floor signage if applicable. Remove window furnishings, wash dry and replace where practical.

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