

CLEANING SCHEDULE

REGULAR FOUR WEEKLY CALENDAR TASKS								
L3 VFARMS BLDG: 129 EPC Amenities	ONCE PER DAY	ONCE EVERY SECOND DAY	ONCE EVERY WEEK	ONCE EVERY TWO WEEKS	ONCE EVERY FOUR WEEKS	ONCE PER QUARTER	ONCE EVERY SIX MONTHS	ONCE PER YEAR
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. Note: Portaloos Bldg 165 – check tank water levels.								Detail clean bathrooms.
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)	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. Sweep, wet mop and or vacuum carpets, mats and hard floor surfaces (spot clean stains where applicable). Display wet floor signage.	Spot clean chairs removing marks and grease		Fully clean tables and chairs. Detail clean tiled walls and splash backs		Detail clean kitchens.
General Areas			Sweep, wet mop and or vacuum carpets, mats and hard floor surfaces (Spot clean stains where applicable). Display wet floor signage.		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 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	Detail clean general areas.
Entrances and Foyers 			Clean all entrances.					
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		