



CLEANING SCHEDULE



PACKAGE ONE	REGULAR FOUR WEEKLY CALENDAR TASKS					ONCE PER QUARTER	ONCE EVERY SIX MONTHS	END OF YEAR	SESSION BREAKS
	ONCE PER DAY	ONCE EVERY SECOND DAY	ONCE EVERY WEEK	ONCE EVERY TWO WEEKS	ONCE EVERY FOUR WEEKS				
Bathrooms	Check and refill dispensers. Wipe clean doors, walls, partitions, shower recesses, change cubicles, benches, mirrors, toilets, hand basins, urinals, and fittings. Mop clean floor. Remove waste and replace the bin liner if required. Note - excludes ensuites. Display signage.		Detail clean all toilets, hand basins, urinals floors, walls, ledges, mirrors, doors, benches, shower recesses and electrical fittings. Note - excludes ensuites. Display signage.	Cobweb, dust or wipe clean all accessible internal/external entrance glass, door frames, hand rails and internal window ledges. Note - excludes ensuites.	Where fitted remove and replace all soiled shower curtains. Note - excludes ensuites.	Where fitted remove and replace all soiled shower curtains. Note - excludes ensuites.	Dust all exhaust vents (note - excludes ensuites) and door vents (includes bedroom door vents).	BEDROOM ENSUITES: Detail clean floors, walls, doors, partitions, vents, dispensers, electrical fittings, mirrors, toilet pans, toilet seats, pipe work, hand basins and shower recesses. Display signage	BATHROOMS: Clean graffiti from all surfaces. BEDROOM ENSUITES: Detail clean walls, doors, partitions, vents, dispensers, electrical fittings, mirrors, toilet pans, toilet seats, pipe work, hand basins and shower recesses. Display signage
Waste	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). Replenish student bin liner stock. Note - excludes bedrooms/ ensuites				Remove/empty all interior waste, clean bins and replace liners.	ALL AREAS - Remove/empty all interior waste, clean bins and replace liners.
Kitchens and Lunchrooms			Wet mop or vacuum the floor. Detail clean sinks, taps, drains, cupboards, cook tops, cabinet tops, table tops, chairs, exterior surfaces of white goods and electrical equipment, wipe clean interior surfaces of microwave ovens, internal glass doors, glass partitions, walls, doors, partitions and electrical fittings. Replenish student bin liner stock as required. Display signage	Cobweb, dust or wipe clean all accessible internal/external entrance glass, door frames, hand rails and internal window ledges. (excluding bedrooms)				KITCHENS: Detail interior/exterior surfaces of ovens; clean sinks, taps, drains, cook tops, cabinets, tables, chairs, white goods, internal glass doors, glass partitions, walls, floors, doors, partitions, around electrical fittings internal and external surfaces of cupboards, exhaust vents and door vents. Where applicable line ovens and grills with aluminium foil. Display signage	When occupied clean as per schedule. KITCHENS ONLY: Where applicable line ovens and grills with aluminium foil.
Stairs and Stairways			Wet mop or vacuum. Wipe clean internal glass doors, glass partitions, walls, doors, partitions and electrical fittings. Display signage	Cobweb, dust or wipe clean all accessible internal/external entrance glass, door frames, hand rails and internal window ledges. (excluding bedrooms)				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. Display signage	When occupied clean as per schedule.
Entrances and Foyers			Wet mop or vacuum. Wipe clean internal glass doors, glass partitions, walls, doors, partitions and electrical fittings. 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 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. Display signage	When occupied clean as per schedule.
Hallways, Laundries and Common Areas			Wet mop or vacuum. Wipe clean internal glass doors, glass partitions, walls, doors, partitions and electrical fittings. Display signage	Cobweb, dust or wipe clean all accessible internal/external entrance glass, door frames, hand rails and internal window ledges. (excluding bedrooms)		Detail clean all accessible interior windows excluding bedrooms.	Dust all exhaust vents and door vents (includes bedroom door vents).	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 except bedrooms. Strip and reseal floors if required, machine scrub/ Buff floors where applicable. Clean graffiti from all surfaces. Display signage	During occupation tidy and wipe down as required daily.
Bedrooms								BEDROOMS: Detail clean all walls, floors, doors, partitions, whitegoods, cook tops, cupboards, desks, tables, chairs, beds, electrical fittings, mirrors, ledges and interior surfaces of windows. Supply and fit mattress protector. ONCE EVERY SECOND YEAR: Detail clean all window coverings and shampoo carpets.	BEDROOMS PRIOR TO EACH OCCUPANCY - Detail clean all walls, floors, doors, partitions, whitegoods, cook tops, cupboards, desks, tables, chairs, beds, electrical fittings, mirrors, ledges and interior surfaces of windows. Supply and fit pillow and mattress protector.

NOTE: BBQ AREAS AND EXTERNAL LAUNDRIES CLEANEED AS PER SITE SCHEDULE AND RESPONSIBILITY

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