



CLEANING SCHEDULE



LEVEL 3	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 to clean floor. Remove waste and replace the bin liner if required. Display wet floor signage.	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.			Dust and clean tops of lockers. Remove graffiti from all surfaces.		Detail clean all walls and floors (machine scrub as required to maintain finish). Display wet floor signage.
Waste 	Move EXTERNAL WASTE BINS to collection point according to site frequency, schedules and responsibilities.	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.		
Stairs and Stairways 			Spot clean, cobweb, sweep, wet mop and or vacuum internal stairs, hand rails and landings. Display wet floor signage.					
Entrances and Foyers 			Cobweb, dust & clean all entrances and adjacent areas, including entrance glass (both sides), sidelights, walls, floors, doors doormats and mat wells. Display wet floor signage if applicable.					
Offices, Hallways and Common Areas 			Sweep, wet mop and or vacuum carpets, mats and hard floor surfaces (spot clean stains where applicable). Display wet floor signage if applicable. Clean all drinking fountains. According to safe work practices and non-specialist requirements spot clean glass doors and partition glass.		Spot clean to remove all webs, dust and marks from vertical and horizontal surfaces including electrical fittings and office furniture. Where possible vacuum all corners and edges including under furniture. Where applicable, machine buff to remove scuff marks from sealed hard floor surfaces. Display wet floor signage if applicable.	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. Dust all Venetian blinds.

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