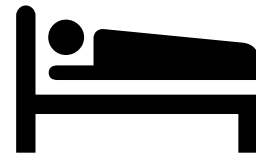


CLEANING SCHEDULE

PACKAGE TWO	REGULAR FOUR WEEKLY CALENDAR TASKS					ONCE PER QUARTER	ONCE EVERY SIX MONTHS	END OF YEAR	EVERY SECOND YEAR
	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 ensuite. Display signage.		Detail clean all toilets, hand basins, urinals floors, walls, ledges, mirrors, doors, benches, shower recesses and electrical fittings. Composting toilets only; Rake and turn over compost material, ensuring all drainage is clear and in good working order. Clean and maintain pit area and equipment. Note - excludes ensuite. Display signage.	Cobweb, dust or wipe clean all accessible internal/external entrance glass, door frames, hand rails and internal window ledges. Note - excludes ensuite.	Where fitted remove and replace all soiled shower curtains. Note - excludes ensuite.	Detail clean all accessible interior windows Note - excludes ensuite.	Dust all exhaust vents Note - excludes ensuite and door vents (includes bedroom door vents). Composting toilets only; Pressure wash Composting toilet chutes to remove all dirt and marks. Mop clean bathroom floors when finished. Display signage.	Dust all exhaust vents Note - excludes ensuite and door vents (includes bedroom door vents). Composting toilets only; Pressure wash Composting toilet chutes to remove all dirt and marks. Mop clean bathroom floors when finished. Display signage.	
Waste 	Move external wheelie bins to collection points according to site schedules and responsibilities. Note - bedrooms not included.			Move external wheelie bins to collection points according to site schedules and responsibilities. Note - bedrooms not included.				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. Note - bedrooms not included		Detail clean all accessible interior windows		KITCHENS: Detail interior/exterior surfaces of ovens; clean sinks, taps, drains, cook tops, cabinets, tables, chairs, white goods, internal glass doors, glass partitions, walls, doors, partitions, around electrical fittings internal and external surfaces of cupboards, exhaust vents, floors and door vents. Where applicable line ovens and grills with aluminium foil. Display signage	
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 all accessible interior windows		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, floors and electrical fittings. Display signage	
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 all accessible interior windows		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, floors and electrical fittings. Display signage	
Hallways, Laundries and Common Areas 			Wet mop or vacuum. Wipe clean internal glass doors, glass partitions, walls, doors, partitions and electrical fittings & items. 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. Detail clean exterior areas directly adjacent to entrances e.g. steps, landings and awnings	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	
Bedrooms 							Dust all exhaust vents Note - excludes ensuite and door vents (includes bedroom door vents).	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 pillow and mattress protector.	Detail clean all window coverings and shampoo carpets.

NOTE: BBQ AREAS AND EXTERNAL LAUNDRIES CLEENED 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