

CLEANING SCHEDULE

LEVEL 4	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. Mop clean floor, clean mats. Remove marks & stains from all doors, walls and benches. Remove waste and replace the bin liner if required. Display wet floor signage.		Detail clean and remove graffiti from all; toilets, hand basins, urinals floors, walls, mirrors, doors, benches, lockers, shower recesses and fittings. Check and refill dispensers. Remove waste and replace the bin liner if required.					
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 and spot clean walls, partitions, table tops, chairs, cabinet tops, sinks, taps, exterior surfaces of cupboards, white goods and appliances. Spot clean floor stains, sweep, wet mop and or vacuum carpets, mats and hard floor surfaces. Display wet floor signage.			Wipe clean and spot clean walls, partitions, cabinet tops, sinks, taps, exterior surfaces of cupboards, white goods and appliances. Spot clean floor stains, sweep, wet mop and or vacuum carpets, mats and hard floor surfaces. Detail clean tiled walls, splash backs, tables and chairs.			
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.						
Offices, Hallways and Common Areas 		spot clean stains, sweep, wet mop and or vacuum carpets, mats and hard floor surfaces. Clean all drinking fountains. Spot clean glass doors and partition glass.	Vacuum all corners and edges including under furniture where possible.	Spot clean to remove all webs, dust and marks from vertical and horizontal surfaces including electrical fittings, office furniture and computer equipment. Where applicable machine buff to remove scuff marks from sealed hard floor surfaces.	According to safe work practices and non-specialist requirements dust all partitions and window ledges. Dust all fire-fighting appliances and venetian blinds.	According to safe work practices and non-specialist requirements dust air conditioning and return air vents.	Strip and reseal and/or machine scrub all hard floors as necessary to maintain finish.	Where practical wash both sides of all exterior glass and detail clean all internal glass partitions.

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