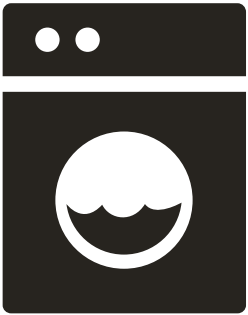
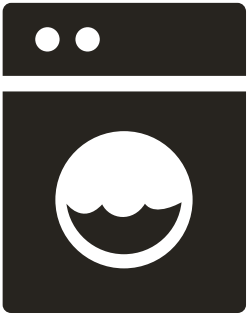




CLEANING SCHEDULE



LAUNDRY	REGULAR FOUR WEEKLY CALENDAR TASKS					ONCE PER QUARTER	ONCE EVERY SIX MONTHS	END OF YEAR
	ONCE PER DAY	ONCE EVERY SECOND DAY	ONCE EVERY WEEK	ONCE EVERY TWO WEEKS	ONCE EVERY FOUR WEEKS			
Laundry 			Remove all debris and wet mop or hose 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. Dryers; REMOVE LINT & DUST from all accessible filters and vents.	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 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. ALL AREAS: Detail clean all window coverings except bedrooms. Shampoo all carpets except bedrooms. Strip and reseal floors if required, machine scrub/ Buff floors where applicable. Clean graffiti from all surfaces.
Laundry Waste  			Remove waste and replace liners. 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)				Remove/empty all interior waste, clean bins and replace liners.

NOTE: BBQ AREAS AND EXTERNAL LAUNDRIES CLEANNED 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

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