

CLEANING SCHEDULE

L3 CLINICAL BLDG: _____	REGULAR FOUR WEEKLY CALENDAR TASKS					PLANNED CLEANING TASKS - SEE YEARLY PLAN FOR DUE DATES		
	ONCE PER DAY	ONCE EVERY SECOND DAY	ONCE EVERY WEEK	ONCE EVERY TWO WEEKS	ONCE EVERY FOUR WEEKS	ONCE PER QUARTER	ONCE EVERY SIX MONTHS	ONCE PER YEAR
AMENITIES 			Detail clean all floors, tiled walls, shower recesses and amenity fittings (machine scrub as required to maintain finish). Display 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)
Waste 								
Kitchens & LUNCHROOMS 			Sweep, wet mop and or vacuum carpets, mats and hard floor surfaces (Spot clean stains where applicable). Display signage.			Fully clean tables and chairs. Detail clean tiled walls and splash backs.	According to safe work practices and non-specialist requirements dust air conditioning and return air vents	
GENERAL AREAS					According to safe work practices and non-specialist requirements spot clean to remove all dust and marks from vertical and horizontal surfaces including, light switches, power points, office furniture, chairs, and computer equipment (i	According to safe work practices and non-specialist		Where practical wash both sides of all exterior glass and detail clean all internal glass partitions Strip and reseal and/or machine scru
ue 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		