



CLEANING SCHEDULE

CPD MOTEL	REGULAR FOUR WEEKLY CALENDAR TASKS					PLANNED CLEANING TASKS - SEE YEARLY PLAN FOR DUE DATES		
	ONCE PER DAY (ONLY WHEN OCCUPIED)	ON CHECKOUT	ONCE EVERY WEEK	ONCE EVERY TWO WEEKS	ONCE EVERY FOUR WEEKS	ONCE PER QUARTER	ONCE EVERY SIX MONTHS	ONCE PER YEAR
Bathrooms 	Check and refill/replace toiletry supplies including linen. Cobweb & dust. Wipe clean doors, walls, shower recesses, benches, mirrors, toilets, hand basins, and fittings. Mop clean floor. Remove waste and replace the bin liner if required. Display signage.	Check and refill/replace toiletry supplies including linen. Detail clean doors, walls, shower recesses, benches, mirrors, toilets, hand basins, and fittings. Mop clean floor. Remove waste and replace the bin liner if required. Display signage.			Dust all exhaust vents			
Waste 	Remove all room waste and place in Otto bins.							
Stairs and Stairways 	Wet mop or vacuum. Cobweb & dust. Wipe clean walls, doors, 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.		
Entrances, Hallways & Foyers 	Vacuum and/or sweep. Cobweb & dust. Wipe clean walls, doors, 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 all accessible interior windows.		Shampoo carpets in hallways only.
Laundries 			Vacuum/sweep and wet mop. Wipe clean internal glass doors, walls, doors, sinks and electrical fittings & whitegoods. Display signage	Cobweb, dust or wipe clean all accessible internal/external entrance glass, door frames, hand rails and internal window ledges.		Detail clean all accessible interior windows.	Dust all exhaust vents and door vents.	
Bedrooms 	Vacuum floors. Cobweb & dust. Wipe doors, benches & electrical fittings. Change bed linen. Replenish supplies (eg: tea & coffee etc.).	Vacuum floors. Cobweb & dust. Wipe all surfaces. Clean fridge inside and out. Complete linen change of bed. Replenish supplies.			Dust exhaust vents/ aircon.	Detail clean all accessible interior windows.		Shampoo carpets.
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			