

CLEANING SCHEDULE

L3V7 BLDG:GBHouse	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. Wet mop clean floor. Remove waste and replace the bin liner if required. Display wet floor signage.	Wipe clean to remove marks & stains from all doors, walls, benches and partitions. Remove, clean and replace all mats	Detail clean all walls and floors (machine scrub as required to maintain finish). Display wet floor 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). Display wet floor signage.
Waste 	Move EXTERNAL WASTE BINS to collection point according to site schedules and responsibilities	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 walls, partitions, table tops, cabinet tops, sinks, taps, exterior surfaces of cupboards, white goods and appliances. Sweep, wet mop and or vacuum carpets, mats and hard floor surfaces (Spot clean stains where applicable). Display wet floor signage.	Spot clean chairs removing marks and grease		Fully clean tables and chairs. Detail clean tiled walls and splash backs		
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 			As per weekly building schedule sweep, wet mop and or vacuum carpets, mats and hard floor surfaces (Spot clean stains where applicable).Clean all drinking fountains. According to safe work practices and non-specialist requirements spot clean glass doors and partition glass		Spot clean to remove all dust and marks from vertical and horizontal surfaces including electrical fittings and office furniture. Where possible Vacuum all corners and edges including under furniture. 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	According to safe work practices and non-specialist requirements dust air conditioning and return air vents	Where practical wash both sides of all exterior glass and detail clean all internal glass partitions. Strip and reseal and/or machine scrub all hard floors as necessary to maintain finish. Dust all Venetian blinds
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		