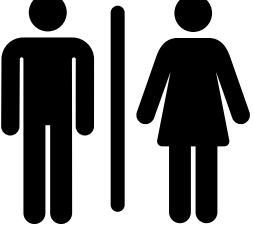


CLEANING SCHEDULE

CHILDCARE	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. Sweep and wet mop floor. Remove waste and replace the bin liner if required. Wipe clean to remove marks & stains from all doors, walls, benches and partitions. Remove, clean and replace all mats. Display wet floor signage.		Wash all doors and partitions and remove graffiti from all surfaces.		Detail clean floors, walls, shower recesses and amenity fittings (machine scrub as required to maintain finish).	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 	Remove all INTERNAL recycle/ general waste from internal bin stations to external waste collection points and replace the bin liner if required (offices excluded). Flatten cardboard and place in appropriate bin. Clean all internal waste bins (excluding offices).							
Kitchens and Lunchrooms 	Wipe clean walls, partitions, table tops, cabinet tops, chairs, 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).				Wash all tables and chairs ensuring backs of chairs, under seats and legs are attended to. Wash walls.	Fully clean tables and chairs. Detail clean tiled walls and splash backs.		
Stairs and Stairways 								
Entrances and Foyers 	Spot clean all entrances and adjacent areas, including entrance glass (both sides), sidelights, walls, doors doormats and mat wells.				Wash entrance door glass both sides, including frames and awnings.			
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). Display wet floor signage. According to safe work practices and non-specialist requirements spot clean glass doors and partition glass.		According to safe work practices and non-specialist requirements spot clean to remove all dust and marks from vertical and horizontal surfaces including electrical fittings, fire fighting appliances and office furniture. Where possible Vacuum all corners and edges including under furniture. Dust all high partitions, window ledges etc. areas to 1800mm.		Dust air conditioning and return air vents. Clean all drinking fountains.	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