

CLEANING SCHEDULE

L3 V6 BLDG: 514	REGULAR FOUR WEEKLY CALENDAR TASKS					PLANNED CLEANING TASKS - SEE YEARLY PLAN FOR DUE DATES		
	ONCE PER DAY	ONCE EVERY SECOND DAY	TWICE EVERY WEEK	ONCE EVERY TWO WEEKS	ONCE EVERY FOUR WEEKS	ONCE PER QUARTER	ONCE EVERY SIX MONTHS	ONCE PER YEAR
Amenities 			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. Remove, clean and replace all mats. Detail clean all floors, partitions, benches, tiled 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)
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). Move EXTERNAL WASTE BINS to collection point according to site schedules and responsibilities	Clean all internal waste bins (excluding offices)				
Kitchens & 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)	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.					
Entrances & Foyers 			Clean all entrances and adjacent areas, including entrance glass (both sides), sidelights, walls, doors doormats and mat wells					
Offices, Hallways & 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		