

# CLEANING SCHEDULE



Mercy Connect-	REGULAR FOUR WEEKLY CALENDAR TASKS				
	ONCE PER DAY	ONCE EVERY SECOND DAY	ONCE EVERY WEEK	ONCE EVERY FOUR WEEKS	Periodical /On Demand
<b>Reception</b> 	Vacuum front of Reception and entryway. Wipe reception front and top of reception. Dust all furniture, spot clean entrance glass and windowsills		Clean and sanitise water coolers Clean window in internal door		Clean windows and frames Spot clean walls, light switches and doors
<b>Hallways and stairs</b>	Empty Communal General waste bins		Clean and sanitise photocopiers Clean and sanitise water coolers rails and columns Vacuum stairways to landing on designated floor		Spot clean walls, light switches, and doors.
<b>Kitchens - Annes House</b>	Empty bins Sweep and mop floor Clean and sanitise kitchen bench Clean and sanitise sink and tap wear Refill paper towel		Mop dining room floor Clean dining table and chairs	Wipe bins	Spot clean walls, light switches and doors
<b>Kitchen, School Room and Chapel</b>		Empty Communal General waste bins	Sweep or vacuum and/or mop floors Clean and sanitise kitchen benches taps and sink, and cupboards Wipe tables and chairs Clean and sanitise water cooler	Wipe bins	Spot clean walls, light switches and doors
<b>Balcony and Verandahs/ Other</b>					Sweep and wash floor including steps. Dust and wash rails Dust and wash windowsills Clean windows and frames interior and exterior Clean light shades and vents (with assistance from maintenance) Cobweb removal
<b>Bathrooms</b>	Empty bins Sweep and mop floors Clean and sanitise toilets and urinals Clean and sanitise vanity and tapware Clean mirror Replenish toilet paper and hand towel and soap			Wipe bins	Spot clean walls, light switches, and doors.
<b>General Offices</b>			Vacuum (moving desk chairs where possible) Dust skirtings where accessible Spot clean walls, light switches and doors	Clean desks where possible	

MONDAYS	Reception, Annes house Kitchen, Upstairs offices, all bathrooms.
TUESDAYS	Reception, Annes House Kitchen, all bathrooms, Wipe and clean photocopiers and water coolers.
WEDNESDAY	Reception, Annes House Kitchen, Downstairs offices, all bathrooms.
THURSDAY	Reception, Annes House Kitchen, Kitchen House (excluding commercial kitchen, all bathrooms.
FRIDAY	Reception, Chapel, Annes house Kitchen, all bathrooms.

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.	<b>EVERY SECOND DAY = Week 1 - Mon, Wed &amp; Fri. Week 2 -Tue &amp; Thu</b>