

CLEANING SCHEDULE

Daily / As Required Tasks

Offices / Administration & Reception Areas

- ➡ Empty waste receptacles
- ➡ Wipe clean counters
- ➡ Spot vacuum carpet, sweep & mop any vinyl
- ➡ Spot clean any internal glass, eg doors

Computer Rooms / Post Graduate Areas / Seminar / Meeting Rooms

- ➡ Remove all loose rubbish & empty waste receptacles
- ➡ Spot clean accessible tables/desks
- ➡ Spot vacuum carpet, sweep & mop any vinyl
- ➡ Spot clean any internal glass, eg doors

Laboratories / Workshops, Common Teaching Areas / Lecture Theatres, Classrooms

- ➡ Remove all loose rubbish & empty waste receptacles
- ➡ Clean hand washing basins plus refill soap & hand towels dispensers
- ➡ Spot clean accessible tables/desks
- ➡ Spot vacuum carpet, sweep & mop any vinyl
- ➡ Spot clean any internal glass, eg doors

Entrances / Foyers / Corridors / Main Staircases

- ➡ Remove all loose rubbish & empty waste receptacles
- ➡ Spot clean glass, hand rails & balustrades
- ➡ Spot vacuum carpet, sweep & mop any vinyl

Toilets / Washrooms / Change rooms

- ➡ Empty waste receptacles
- ➡ Clean toilet bowls, urinals, showers, vanities, basins, mirrors, hand dryers and wipe chrome
- ➡ Refill all dispensers, including soap, toilet paper and hand towels
- ➡ Spot wipe doors and partitions
- ➡ Sweep & mop floor surfaces

Kitchen Areas

- ➡ Remove all rubbish & empty waste receptacles, clean bin when required.
- ➡ Wipe over all accessible table tops
- ➡ Clean kitchen bench tops, sinks, splashbacks and all tap fixtures
- ➡ Clean external surfaces of cupboards and appliances
- ➡ Sweep & mop floor surfaces
- ➡ Spot vacuum carpet

DETAILING SCHEDULE

Weekly / As Required Tasks

Offices / Administration & Reception Areas

- ➡ Dust, remove cobwebs and wipe surfaces
- ➡ Fully vacuum & spot clean carpet, remove gum / spills
- ➡ Sweep, mop & buff (where appropriate) hard floors

Computer Rooms / Post Graduate Areas / Seminar / Meeting Rooms

- ➡ Dust, remove cobwebs and wipe surfaces
- ➡ Fully vacuum & spot clean carpet, remove gum / spills
- ➡ Sweep, mop & buff (where appropriate) hard floors

Laboratories / Workshops, Common Teaching Areas, Lecture Theatres, Classrooms

- ➡ Dust, remove cobwebs and wipe surfaces
- ➡ Fully vacuum & spot clean carpet, remove gum / spills
- ➡ Sweep, mop & buff (where appropriate) hard floors

Entrances / Foyers / Corridors / Main Staircases

- ➡ Dust, remove cobwebs and wipe surfaces
- ➡ Fully vacuum & spot clean carpet, remove gum / spills
- ➡ Sweep, mop & buff (where appropriate) hard floors
- ➡ Clean entry doors, side glass, hand rails & balustrades

Toilets / Washrooms / Change Rooms

- ➡ Dust, remove cobwebs and wipe surfaces
- ➡ Sweep, mop, scrub & buff (where appropriate) hard floors
- ➡ Wipe doors and partitions

Kitchen Areas

- ➡ Dust, remove cobwebs and wipe surfaces
- ➡ Fully vacuum & spot clean carpet, remove gum / spills
- ➡ Sweep, mop, scrub & buff (where appropriate) hard floors