

## 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