

Cleaning Schedule For

Reception

Basic Services	Mon	Tues	Weds	Thu	Fri	Sat	Sun	Weekly	Monthly	Quarterly
Empty wastebaskets and replace liners when soiled with correct bin bags	1	1	1	1	1	1	1	7		
Removal rubbish from building to designated bin area in correct bin	1	1	1	1	1	1	1	7		
Sweep and mop floor	1	1	1	1	1	1	1	7		
Hoover carpeted areas and matting	1	1	1	1	1	1	1	7		
Spot clean partition glass, handles, door frames vision panels and mirrors	1	1	1	1	1			5		
Glass clean car park entrance	1	1	1	1	1	1	1	7		
Sweep and Machine scrub floor							1	1		
Clean grouting between tiles								0	1	
Wipe over screens at reception					1			1		
Dust and wipe over skirting boards								0	1	
Ensure sanisters station are replenished	1							1		
High level clean								0	1	
Orchard Room	Mon	Tues	Weds	Thu	Fri	Sat	Sun	Weekly	Monthly	Quarterly
Wipe over table			1					1		
Vacuum carpet					1			1		

All subject to need