

**Mandeville School**



*Cleaning Services Task & Frequency Matrix*

**Description of Room or Area Types - Category 1**

Main Entrance, Reception, Staff Rooms, Offices, Meeting Rooms, Lift

Task

FREQUENCY

5 Times weekly

Weekly

As Required

Deep Clean

**1 FLOORS**

**1.1 Carpets**

Spot clean spillages, including bodily fluids

√

Vacuum

√

Soil extraction

√

√

**1.2 Hard floors**

Remove dust (dry mop/vacuum)

√

Damp mop (when not being machine scrubbed)

√

Machine scrub (all areas other than corridors)

√

√

Machine scrub (corridors)

√

√

**2 PAINTWORK, WALLS, DOORS & GLASS**

Clean glass entrance doors

√

Spot wipe doors and walls

√

Clean glass in doors

√

Clean low level windows in classes and corridors

√

Clean door furniture

√

Clean access controls panels, keypads and adjacent surfaces

√

Damp dust doors and frames

√

Wash walls to reachable height

√

**3 FURNITURE, FIXTURES AND FITTINGS**

Damp dust all furniture, counters and desks

√

Clean and polish dry reception desks & tables

√

Damp dust and sanitise telephone, keyboard

√

Clean underside of chairs & tables (taking special care in dining areas)

√

Clean sinks & taps

√

Wash dirty crockery in food tech, staff area and Reception

√

Clean Smart Screens with approved cleaning agent

√

Damp dust window cills

√

Damp dust radiators, skirting and pipework

√

Vacuum upholstered chairs

√

Dust high level furniture, fixtures and fittings

√

Damp dust office equipment

√

Dust security sensors

√

**4 WASTE AND CONSUMABLES**

Empty waste bins

√

Replace bin liners (swing bins and general waste)

√

Clean and dry waste bins

√

√

Replenish consumables (toilet paper, centre-feed rolls, hand towels and liquid soap)

√