

# CLEANING SCHEDULE

No	Service Description	Frequency/Level
1	<b>Offices:</b> <ul style="list-style-type: none"> <li>• Waste removal</li> <li>• Spot vacuum carpets</li> <li>• Full vacuum carpets</li> <li>• Sweep hard floors</li> <li>• Spot mop hard floors</li> <li>• Full mop hard floors</li> <li>• Spray clean</li> <li>• Spot wipe fixtures and fittings</li> <li>• Damp wipe/polish fixtures and fittings</li> <li>• Dust low level areas</li> <li>• Dust high level areas</li> <li>• Spot clean walls and doors</li> <li>• Exterior windows</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Weekly</li> <li>• Daily</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Monthly</li> <li>• Six monthly</li> </ul>
2	<b>Toilets/Changing Rooms:</b> <ul style="list-style-type: none"> <li>• Removal of waste</li> <li>• Sweep and mop floors</li> <li>• Spot clean walls and doors</li> <li>• Wash toilets</li> <li>• Wash sinks</li> <li>• Wash showers</li> <li>• Damp wipe mirrors</li> <li>• Damp wipe dispensers</li> <li>• Check and replenish consumables</li> <li>• Machine scrub floor</li> <li>• Dust high level areas</li> <li>• Exterior windows</li> <li>• Feminine hygiene units</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Weekly</li> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• Monthly</li> <li>• Monthly</li> <li>• Six monthly</li> <li>• Changed monthly</li> </ul>
3	<b>Corridors:</b> <ul style="list-style-type: none"> <li>• Sweep</li> <li>• Spot mop</li> <li>• Full mop</li> <li>• Spray clean</li> <li>• Dust low level areas</li> <li>• Dust high level areas</li> <li>• Spot clean walls and doors</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Fortnightly</li> </ul>
4	<b>Classrooms:</b> <ul style="list-style-type: none"> <li>• Removal of waste</li> <li>• Sweep</li> <li>• Spot mop</li> <li>• Full mop</li> <li>• Spray clean</li> <li>• Spot vacuum</li> <li>• Full vacuum</li> <li>• Dust low level areas</li> <li>• Dust high level areas</li> <li>• Spot clean walls and doors</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Monthly</li> <li>• Monthly</li> </ul>



5	<p>Sports Halls/Gyms:</p> <ul style="list-style-type: none"> <li>• Removal of waste</li> <li>• Special floor coverings</li> <li>• Fully vacuum or DCM hard floors</li> <li>• Spray clean hard floors</li> <li>• Spot wipe fixtures and fittings (exc apparatus and equipment)</li> <li>• Damp wipe fixtures and fittings (exc apparatus and equipment)</li> <li>• Exterior windows</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Manufacturer's instructions</li> <li>• Daily</li> <li>• Weekly</li> <li>• Daily</li> <li>• Weekly</li> <li>• Six monthly</li> </ul>
6	<p>Lifts:</p> <ul style="list-style-type: none"> <li>• Sweep floor</li> <li>• Full mop</li> <li>• Clean lift track</li> <li>• Spot clean lift walls</li> <li>• Polish lift control panel</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Fortnightly</li> <li>• Weekly</li> <li>• Weekly</li> </ul>
7	<p>Laboratories:</p> <ul style="list-style-type: none"> <li>• Remove all waste</li> <li>• Sweep floor</li> <li>• Spot mop</li> <li>• Spray clean</li> <li>• Dust low level areas</li> <li>• Dust high level areas</li> <li>• Spot clean walls and doors</li> <li>• Clean wash hand basins</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• Weekly</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Weekly</li> <li>• Daily</li> </ul>
8	<p>Kitchens:</p> <ul style="list-style-type: none"> <li>• Remove all waste</li> <li>• Sweep floor</li> <li>• Full mop</li> <li>• Spray clean</li> <li>• Dust low level areas</li> <li>• Dust high level areas</li> <li>• Spot clean walls and doors</li> <li>• Clean sink</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• Monthly</li> <li>• Fortnightly</li> <li>• Monthly</li> <li>• Twice weekly</li> <li>• Daily</li> </ul>

