

Cleaning Schedule

Washroom Areas

ACTIVITY	TASK	Monday	Tuesday	Wednesday	Thursday	Friday
Waste Containers	Empty container and remove waste to designated area.	Daily	Daily	Daily	Daily	Daily
Wash Basins	To be thoroughly cleaned using hard surface cleaner and brightwork dry polished.	Daily	Daily	Daily	Daily	Daily
Splashbacks	To be thoroughly cleaned and dry buffed.	Daily	Daily	Daily	Daily	Daily
Mirrors	To be cleaned and dry buffed.	Daily	Daily	Daily	Daily	Daily
Toilet Bowls	To be thoroughly cleaned using a sanitising agent.	Daily	Daily	Daily	Daily	Daily
Urinals	To be thoroughly cleaned using a sanitising agent.	Daily	Daily	Daily	Daily	Daily
Toilet Seats	To be thoroughly cleaned using a sanitising agent both sides.	Daily	Daily	Daily	Daily	Daily
Doors	Finger marks to be spot cleaned and finger marks removed.	Daily	Daily	Daily	Daily	Daily
Floors	To be thoroughly swept and mopped using a germicidal agent.	Daily	Daily	Daily	Daily	Daily
Requisites	Consumable items to be replaced as necessary from Purchaser's own stocks.	Daily	Daily	Daily	Daily	Daily
Graffiti	Remove graffiti from all surfaces as required using a graffiti remover.	Daily	Daily	Daily	Daily	Daily
Towel Cabinets/ Hand Dryers	To be dusted and damp wiped as necessary. Buff dry.			Weekly		
Ledges, Pipes & Cisterns	To be thoroughly dusted and damp wiped as necessary.			Weekly		

