

WORK SCHEDULES

SPECIFICATION NUMBER 1

**ENTRY WAYS, GROUND FLOOR CORRIDORS AND BASEMENT CORRIDORS, STAIRS
FROM BASEMENT TO FIRST FLOOR AND LANDINGS**

DAILY	<ol style="list-style-type: none"> 1 Lift debris and place in appropriate bin. 2 Empty bin and clean inside and out. 3 Remove debris and take to disposal point. 4 Suction clean all carpeting and dust control mats. 5 Mop sweep or suction clean all hard floors. 6 Spray clean or damp mop and buff all vinyl, lino or wood floor covering, removing all scuffmarks and scratches where applicable. 7 Damp mop all non-slip vinyl, quarry tiles or safety floor covering. 8 Damp wipe furniture, fixtures and fittings i.e. handrails, window ledges, radiator shelves. 9 In MAIN ENTRY WAYS ONLY damp wipe and polish both sides of glass in entrance doors, internal doors, handles, locks, letter boxes and nameplates.
WEEKLY	<ol style="list-style-type: none"> 1 Damp wipe and polish both sides of glass in entrance doors, internal doors, handles, locks, letterboxes and nameplates. 2 Damp wipe skirting boards, pipework, radiators, fire extinguishers and stair balustrades. 3 Suction clean both sides of entry dust control mats paying particular attention beneath mats.
MONTHLY	<ol style="list-style-type: none"> 1 High-level dust fan lights, signs, plaques, wall lights, statues and busts.

SPECIFICATION NUMBER 1

UPPER FLOOR CORRIDORS, STAIRS AND LANDINGS

DAILY	<ol style="list-style-type: none"> 1 Lift debris and place in appropriate bin. 2 Empty bin and clean inside and out. 3 Remove debris and take to disposal point. 4 Sweep or suction clean stairs, paying particular attention to corners and edges. 5 Mop sweep or suction clean all hard floors.
ALTERNATE DAYS	<ol style="list-style-type: none"> 1 Spray clean or damp mop and buff all vinyl, lino or wood floor covering, removing all scuffmarks and scratches where applicable. 2 Damp mop all non-slip vinyl, quarry tiles or safety floor covering.
WEEKLY	<ol style="list-style-type: none"> 1 Damp wipe furniture, fixtures and fittings, i.e. handrails, window ledges, radiator shelves. 2 Damp wipe and polish both sides of glass in entrance doors, internal doors, handles, locks, letterboxes and nameplates. 3 Damp wipe skirting boards, pipework, radiators, fire extinguishers and stair balustrades.
MONTHLY	<ol style="list-style-type: none"> 1 High-level dust fan lights, signs, plaques, wall lights, statues and busts.

SPECIFICATION NUMBER 1

LIFTS

DAILY	1	Switch off electrical supply to lift for the period required for
	2	cleaning.
	3	Lift debris and place in appropriate bin.
	4	Remove debris and take to disposal point.
	5	Damp wipe and polish handrails, floor indicator panel, wall and door surfaces.
	6	Suction clean all carpeting, door channels, paying particular attention to edges and corners.
		Mop sweep and damp mop all hard floors.

SPECIFICATION NUMBER 6

ALL TOILETS, WASHROOMS, SHOWER AREAS, CHANGING AREAS, MEDICAL ROOMS, DENTAL CLINICS AND CHIROPODY CLINICS

DAILY	<ol style="list-style-type: none"> 1 Lift debris and place in appropriate bin. 2 Empty bin and clean inside and out. 3 Remove debris and take to disposal point. 4 Replenish soap, hand towels and toilet rolls. 5 Damp wipe glass doors and glass partitions. 6 Damp wipe all door handles, locks, snibs, door closures and identification plates. 7 Damp wipe handrails, window ledges, radiator shelves, shelving, surfaces of vanity units, doors, pipework and radiators. 8 Wash all surfaces of WC's including seats, covers and urinals. 9 Damp wipe all wall surfaces, partitions and shower curtains. 10 Wash and rinse all wash hand basins, showers, baths, sinks, pipes, splashbacks, drinking fonts, taps, shower heads, chains, drains, overflows, plugs, towel and toilet roll dispensers, soap dispensers and mirrors. 11 Mop sweep <u>or</u> suction clean all hard floors. 12 Spray clean <u>or</u> damp mop all vinyl, lino or wood floor covering removing all scuffmarks and scratches where applicable. 13 Damp mop all non-slip vinyl, quarry tiles or safety floor covering.
WEEKLY	<ol style="list-style-type: none"> 1 Buff vinyl, lino or wood floor covering after damp mopping. 2 Damp wipe skirtings and door frames. 3 Machine scrub or deck scrub non-slip vinyl, quarry tiles and safety floor covering.
MONTHLY	<ol style="list-style-type: none"> 1 High-level dust fan lights.
ADDITIONAL INFORMATION	ALL FREE STANDING BINS OR EQUIPMENT IN THESE AREAS MUST BE MOVED IN ORDER TO CLEAN FLOOR.

SPECIFICATION NUMBER 6.1

SECOND CLEAN

IN ADDITION TO SPECIFICATION 10 A SECOND CLEAN MAY BE REQUIRED IN ALL TOILETS, WASHROOMS, SHOWER AREAS, CHANGING AREAS, MEDICAL ROOMS, DENTAL CLINICS AND CHIROPODY CLINICS

DAILY	1	Lift debris and place in appropriate bin.
	2	Empty bin and clean inside and out.
	3	Remove debris and take to disposal point.
	4	Mop sweep <u>or</u> suction clean all hard floors.
	5	Damp mop all hard floors.
	6	Replenish soap, hand towels and toilet rolls.
	7	Damp wipe all fixtures and fittings.
	8	Wash all WC's, urinals, sinks, baths and showers.