

ALWAYS REMEMBER TO LOG IN AND OUT OF SHIFT

Duties	Mon	Tue	Wed	Thu	Fri
GENERAL AREAS					
Empty all bins	X	X	X	X	X
Replace bin liners when required	X	X	X	X	X
Polish all internal and external door handles and glass to 1.80m	X	X	X	X	X
Polish Kick plates		X			X
Dust/damp wipe desks (without moving items)	X	X	X	X	X
Vacuum Entrance, Reception Board Room and Meeting Room/s	X	X	X	X	X
Vacuum Entrance	X	X	X	X	X
Sweep and Mop Entrance	X	X	X	X	X
Clean and Polish Reception Desk and Furniture	X	X	X	X	X
Vacuum Reception Area	X	X	X	X	X
Sweep and Mop Reception Area	X	X	X	X	X
Vacuum Board Room and Meeting Rooms	X	X	X	X	X
Vacuum Stairs and Landings	X	X	X	X	X
Sweep Stairs and Landings	X	X	X	X	X
Mop Stairs and Landings	X	X	X	X	X
Polish Stair Treads	X			X	
Polish Stair Rails and Glass			X		
shelves, fire extinguishers, skirting boards, wall clocks,	X		X		
Vacuum other areas in rotation twice per week		X			X
Dry dust computer casings and photocopier casings (must use dry duster)					X
Place chairs neatly under desks/tables	X	X	X	X	X
and take to kitchen (see kitchen duties)	X	X	X	X	X
work & internal glass doors	X	X	X	X	X
Take refuse sacks to collection point	X	X	X	X	X
Tidy cleaning cupboard and wash equipment	X	X	X	X	X
Secure premises	X	X	X	X	X
DAILY DUTIES (KITCHEN) CODE BLUE					
Wash/dry and put away (using dishwasher) neatly all cutlery and crockery					
Disinfect/dry buff all tea preparation areas					
Disinfect/wipe clean all worktop surfaces, front of units, sink and draining board up to a height of 1.80cm					
Vacuum and damp mop/disinfect floors					
DAILY DUTIES (TOILETS) COLOUR CODE RED					
Empty waste bins					
Apply toilet maintainer to WC's and apply brush					
Disinfect rim and surfaces of toilet bowls					
Disinfect toilet seat (top and bottom)					
Apply toilet maintainer to Urinals and					
Apply brush					
Disinfect/dry buff basins, taps and immediate areas					
Replenish all janitorial supplies					
Vacuum and damp mop/disinfect floors					
WEEKLY DUTIES (GENERAL)					
Wash table, desk and chair legs		X			
Feather dust tops of doors etc			X		
Vacuum upholstered furniture				X	
Clean microwave/fridge					X
Check Stock and place order with Supervisor					X
Check Communications Diary Daily					
Submit Fault Forms Daily					
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