



Liverpool John Moores University - Infrastructure Services Department

# **Cleaning Specification**

## INDEX

	<b>PAGE</b>
<b>1. Introduction</b>	<b>1</b>
<b>2. Health and safety Information</b>	<b>3</b>
<b>3. Definitions of Cleaning Terms</b>	<b>5</b>
<b>4. Acceptable and Unacceptable Cleaning Standard Definitions</b>	<b>6</b>
<b>5. Cleaning Frequencies for Different Room Types</b>	<b>9</b>

# LIVERPOOL JOHN MOORES UNIVERSITY

## CLEANING SPECIFICATION

This specification is set out as a general guide for the cleaning of all areas within Liverpool John Moores University (LJMU). Each building should be cleaned to a consistent standard taking into account variations in building occupation and usage.

### 1. INTRODUCTION

Before any cleaning operations are undertaken Domestic Assistants must ensure that Health and Safety measures are in place and that the safety of the domestics and all others, who use our buildings and may be affected by the cleaning work are considered. Consequently, chemicals must be correctly used and stored, warning signs must be situated where cleaning is in progress, waste arising from cleaning activities must not be allowed to accumulate within areas and must be disposed of properly. Domestic Assistant must wear appropriate PPE at all times and all machinery must be checked for mechanical and electrical safety prior to use.

After cleaning activities are completed all cleaning equipment (machinery, signs, chemicals etc) must be stored in an appropriate, designated, lockable, safe place. Cleaning equipment and products must not be visible or accessible to building users.

Domestics Assistants shall be responsible for ensuring that storage areas are clean and tidy and that all equipment is cleaned after use and correctly stored.

### 2. HEALTH AND SAFETY INFORMATION

<b>CLEANING MATERIALS</b>
Allow adequate ventilation when possible
Always read the label on the container and follow recommended dilution
Do not mix chemicals together
Always add product to water when preparing solutions
Never return unused product to container
Always ensure that containers and spray bottles are correctly labelled
Store products safely
Always wear the protective clothing provided

EQUIPMENT
Ensure equipment cables, plugs and casings are checked before and after use. If defects are found do not use the item of equipment and report the fault to your supervisor.
Keep electrical cables behind the machine and operator when in use.
Always work standing on an area of dry floor and display safety signs.
Never allow electrical cables to overlap or come in contact with water.
Always clean equipment after use.
Do not use any equipment without having received training to do so.
Always display appropriate warning signs.

### Colour Coding

All mopping equipment, mops, floor cloths and dish cloths are colour coded to help reduce cross infection and the colour code must be adhered to as follows:

COLOUR	AREA OF USE
Red (disposable)	Sanitary Appliances (urinals, wc's, etc.) and WC floors
Blue	General areas including offices, teaching areas, corridors, stairs, etc.
Green	Kitchens
Yellow	Washbasins and washroom surfaces

### 3. DEFINITIONS OF CLEANING TERMS

ITEM	DEFINITION
<b>Sweeping</b>	Hand brushing, dust control sweeping mops and vacuuming to remove all dirt, dust, and debris.
<b>Dusting</b>	The use of dust control mops, damp dusters or vacuums to ensure the surfaces are left free from visible dirt, cobwebs, smears and other marks.
<b>Damp dusting</b>	Cleaning surfaces with cloths or mops and appropriate detergent until the surface is left clean with a streak free finish when dry.
<b>Buffing</b>	The use of a rotary machine and appropriate pad to leave the floor clean with a gloss finish.
<b>Scrubbing</b>	The use of a rotary machine, wet pick up vacuum and appropriate pad to remove old polish and dirt to leave the floor ready to apply new emulsion polish.
<b>Spray cleaning</b>	Removing all ingrained dirt and traffic marks from the floor surface and leave clean with a good quality shine. This will require the use of a high-speed rotary machine with correct pad and diluted detergent in a spray bottle, the pad must be checked regularly for cleanliness.
<b>Burnishing</b>	To buff floor to a high gloss after damp mopping.
<b>Damp mopping</b>	Mopping of all hard surfaces with an appropriate mop, mop bucket and correctly diluted cleaning solution.
<b>Metal cleaning</b>	Hand cleaning of all metal surfaces with appropriate metal cleaner and cloth.

**4. ACCEPTABLE AND UNACCEPTABLE CLEANING STANDARD DEFINITIONS**

General			
Type of Cleaning	Acceptable on completion of task	Unacceptable on completion of task	Acceptable between cleaning tasks
Removal of loose debris	Free from litter, debris, dust and loose foreign matter	Build up of litter, debris, dust and loose foreign matter	Debris arising from usage between cleans
Removal of impacted debris	Free from impacted debris e.g. chewing gum, labels, etc.	Build up of impacted debris	Debris and spillages arising from usage between cleans

Hard Floors			
<i>Marble, terrazzo, vinyl sheet, tile, linoleum, timber, painted concrete, epoxy screeds, etc.</i>			
Type of Cleaning	Acceptable on completion of task	Unacceptable on completion of task	Acceptable between cleaning tasks
Spot mop	Dry and free from spillages, removable stains, superficial marks and loose debris	Build up of spillages, removable stains, superficial marks and loose debris	Debris and spillages arising from usage between cleans
Full mop	Has a uniform appearance and is dry and free from spillages, removable stains, superficial marks and loose debris	Non uniform appearance, build up of spillages, removable stains, superficial marks and loose debris. Having a non uniform finish	Debris and spillages from usage between cleans
Scrub	Has a uniform appearance and is free from removable stains, spillages, ingrained dirt, scuffmarks and impacted debris	Non uniform appearance, build up of removable stains, spillages, ingrained dirt, scuffmarks and impacted debris	Debris and scuffmarks arising from usage between cleans
Burnish/polish	Has an even sheen and is dry and free from removable stains, spillages, scuff marks and debris	Non uniform appearance, build up of removable stains, spillages, loose debris and scuff marks	Debris and scuffmarks arising from usage between cleans

Soft Floors			
<i>Carpets, entrance mats, etc.</i>			
Type of Cleaning	Acceptable on completion of task	Unacceptable on completion of task	Acceptable between cleaning tasks
Spot clean	Free from visible loose debris, dust, fluff, lint, removable stains and matter	Build up of removable debris, dust, fluff, lint, stains and matter. Accumulation of the above around soft floor edges and bases of furniture	Debris arising from usage between cleans
Full suction clean	Has a uniform appearance and is free from visible loose debris, dust, fluff, lint, removable stains and matter	Non uniform appearance Build up of removable debris, dust, fluff, lint, stains and matter. Accumulation of the above around soft floor edges and bases of furniture	Debris arising from usage between cleans
Deep clean	Has a uniform appearance and is free from impacted debris, dust, fluff, lint, removable stains and matter	Build up of impacted and loose debris, removable stains and unacceptable odour	Debris arising from usage between cleans

Vertical and Horizontal Surfaces			
<i>Walls, doors, windows, ledges, glazed screens, ceilings, architraves, picture rails, ventilation grilles, etc.</i>			
Type of Cleaning	Acceptable on completion of task	Unacceptable on completion of task	Acceptable between cleaning tasks
Dust	Free from visible loose debris, dust and cobwebs	Build up of loose debris and dust	Dust and debris arising from usage between cleans
Damp wipe/spot wash	Free from impacted debris, dust, cobwebs and removable stains, graffiti and non approved labels.	Build up of impacted debris, dust and removable stains/smears	Dust, debris and stains/smears arising from usage between cleans
Damp wipe/full wash	Has a uniform appearance and is Free from impacted debris, dust, cobwebs, removable stains, graffiti and non approved labels.	Non uniform appearance, build up of impacted debris, dust and removable stains/smears	Dust, debris and stains/smears arising from usage between cleans

<b>Furniture, Fixtures and Fittings</b>			
<i>Desks, tables, chairs, bookcases, shelves, coat stands, computers, printers, photocopiers, hand dryers, soap dispensers, paper towel dispensers, local exhaust ventilation, etc.</i>			
<b>Type of Cleaning</b>	<b>Acceptable on completion of task</b>	<b>Unacceptable on completion of task</b>	<b>Acceptable between cleaning tasks</b>
Dust	Free from visible loose debris, dust and cobwebs	Build up of loose debris and dust	Dust and debris arising from usage between cleans
Damp wipe/wash	Dry and free from impacted debris, dust, cobwebs and removable stains and graffiti	Build up of impacted debris, dust and removable stains/smears	Dust, debris and stains/smears arising from usage between cleans
Polish	Has bright even sheen and is free from impacted debris, dust, cobwebs, removable stains and graffiti	Non uniform appearance, build up of impacted debris, dust and removable stains/smears and excess polish	Dust, debris and stains/smears arising from usage between cleans

<b>Sanitary Fittings</b>			
<i>WC's, urinals, showers, baths, sinks, wash hand basins, etc.</i>			
<b>Type of Cleaning</b>	<b>Acceptable on completion of task</b>	<b>Unacceptable on completion of task</b>	<b>Acceptable between cleaning tasks</b>
Damp wipe/wash	Uniform appearance, dry, odour free and free from impacted debris, dust, removable stains, body fats and fluids	Build up of impacted debris, dust, removable stains, body fats and fluids	Residual odour, debris, dust, removable stains, body fats and fluids from usage between cleans
Deep Clean	Uniform appearance, dry, odour free and free from impacted debris, dust, removable stains, body fats and fluids, scale and verdigris	Build up of impacted debris, dust, removable stains, body fats and fluids, scale and verdigris	Residual odour, debris, dust, removable stains, body fats and fluids, scale and verdigris from usage between cleans



## 5. CLEANING FREQUENCIES FOR DIFFERENT ROOM TYPES

Area	Task	Freq	Offices				Freq	Toilets			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Weekly	✓				Daily	✓			
	Remove spots and spills	Weekly	✓				Daily	✓			
	Dust control mop	Weekly	✓				Daily	✓			
	Damp mop	Fortnightly	✓				Daily	✓			
	Spot mop	Weekly	✓				Daily	✓			
	Spray buff	Monthly	✓				Monthly	✓			
	Deep clean	Annually	✓				Quarterly	✓			
Soft Floors	Remove debris	Weekly	✓								
	Remove spots and spills	Weekly	✓								
	Spot suction clean	Weekly	✓								
	Full Suction clean	Fortnightly	✓								
	Deep clean	Annually	✓								
Furniture, Fixtures & Fittings	Dust	Fortnightly	✓				Daily	✓			
	Damp Dust / Wipe	Monthly	✓				Daily	✓			
Ventilation Grills	Suction Clean	Bi-annually	✓				Bi-annually	✓			
	Damp Dust / Wipe	Bi-annually	✓				Bi-annually	✓			
High Level Surfaces	Dust	Bi-annually	✓				Monthly	✓			
Paintwork, tiles & sills	Dust	Fortnightly	✓				Daily	✓			
	Damp Dust / Wipe	Monthly	✓				Daily	✓			
Internal glass (not windows)	Spray clean	Monthly	✓				Daily	✓			
Mirrors	Spray clean	Monthly	✓				Daily	✓			
Curtains / Blinds	Full suction clean	Annually	✓				Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry						Daily	✓			
Dispensers / Hand Dryers	Damp Dust / Wipe						Daily	✓			
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe						Daily	✓			
Toilet cubicles & doors	Damp Dust / Wipe						Daily	✓			
Refuse / Recycling	Remove Waste	Daily	✓				Daily	✓			
	Wash / damp wipe waste receptacles	Monthly	✓				Daily	✓			

Area	Task	Freq	Showers				Freq	Changing Rooms			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Dust control mop	Daily	✓				Weekly			✓	
	Damp mop	Daily	✓				Weekly			✓	
	Spot mop	Daily	✓				Daily	✓			
	Spray buff	Monthly	✓				Monthly	✓			
	Deep clean	Quarterly	✓				Quarterly	✓			
Soft Floors	Remove debris										
	Remove spots and spills										
	Spot suction clean										
	Full Suction clean										
	Deep clean										
Furniture, Fixtures & Fittings	Dust	Daily	✓				Daily	✓			
	Damp Dust / Wipe	Daily	✓				Daily	✓			
Ventilation Grills	Suction Clean	Bi-annually	✓				Bi-annually	✓			
	Damp Dust / Wipe	Bi-annually	✓				Bi-annually	✓			
High Level Surfaces	Dust	Monthly	✓				Fortnightly	✓			
Paintwork, tiles & sills	Dust	Daily	✓				Fortnightly			✓	
	Damp Dust / Wipe	Daily	✓				Fortnightly			✓	
Internal glass (not windows)	Spray clean	Daily	✓				Fortnightly			✓	
Mirrors	Spray clean	Daily	✓				Daily	✓			
Curtains / Blinds	Full suction clean	Annually	✓				Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry	Daily	✓				Daily	✓			
Dispensers / Hand Dryers	Damp Dust / Wipe	Daily	✓				Daily	✓			
Shower Cubicles & Fixtures	Full Wash and Dry	Weekly		✓							
Grab Rails	Damp Dust / Wipe	Daily	✓								
Toilet cubicles & doors	Damp Dust / Wipe	Daily	✓								
Refuse / Recycling	Remove Waste	Daily	✓				Daily	✓			
	Wash / damp wipe waste receptacles	Monthly	✓				Monthly	✓			

Area	Task	Freq	Corridors				Freq	Stairs			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Dust control mop	Weekly			✓						
	Damp mop	Weekly	✓				Weekly	✓			
	Spot mop	Daily	✓				Daily	✓			
	Spray buff	Fortnightly	✓								
	Deep clean	Bi-annually	✓				Bi-annually	✓			
Soft Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Spot suction clean	Daily	✓				Daily	✓			
	Full Suction clean	Weekly	✓				Weekly	✓			
	Deep clean	Annually	✓				Annually	✓			
Furniture, Fixtures & Fittings	Dust	Fortnightly	✓				Fortnightly	✓			
	Damp Dust / Wipe	Monthly	✓				Monthly	✓			
Ventilation Grills	Suction Clean	Bi-annually	✓				Bi-annually	✓			
	Damp Dust / Wipe	Annually	✓				Bi-annually	✓			
High Level Surfaces	Dust	Monthly	✓				Monthly	✓			
Paintwork, tiles & sills	Dust	Fortnightly	✓				Fortnightly	✓			
	Damp Dust / Wipe	Monthly	✓				Monthly	✓			
Internal glass (not windows)	Spray clean	Weekly		✓			Weekly		✓		
Mirrors	Spray clean	Weekly		✓			Weekly		✓		
Curtains / Blinds	Full suction clean	Annually	✓				Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry										
Dispensers / Hand Dryers	Damp Dust / Wipe										
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe										
Toilet cubicles & doors	Damp Dust / Wipe										
Refuse / Recycling	Remove Waste	Daily	✓								
	Wash / damp wipe waste receptacles	Monthly	✓								

Area	Task	Freq	Lifts				Freq	Entrances			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Dust control mop						Daily	✓			
	Damp mop	Daily	✓				Daily	✓			
	Spot mop						Daily	✓			
	Spray buff						Fortnightly		✓		
	Deep clean						Bi-annually	✓			
Soft Floors	Remove debris						Daily	✓			
	Remove spots and spills						Daily	✓			
	Spot suction clean						Daily	✓			
	Full Suction clean						Daily	✓			
	Deep clean						Bi-Annually	✓			
Furniture, Fixtures & Fittings	Dust						Weekly	✓			
	Damp Dust / Wipe						Monthly	✓			
Ventilation Grills	Suction Clean						Bi-annually	✓			
	Damp Dust / Wipe						Bi-annually	✓			
High Level Surfaces	Dust						Bi-annually	✓			
Paintwork, tiles & sills	Dust						Weekly		✓		
	Damp Dust / Wipe						Weekly		✓		
Internal glass (not windows)	Spray clean	Weekly		✓			Weekly		✓		
Mirrors	Spray clean	Weekly		✓			Weekly		✓		
Curtains / Blinds	Full suction clean						Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry										
Dispensers / Hand Dryers	Damp Dust / Wipe										
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe										
Toilet cubicles & doors	Damp Dust / Wipe										
Refuse / Recycling	Remove Waste						Daily	✓			
	Wash / damp wipe waste receptacles						Monthly	✓			

Area	Task	Freq	Teaching Space				Freq	Dining Areas			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Dust control mop	Weekly			✓		Daily	✓			
	Damp mop	Weekly			✓		Daily	✓			
	Spot mop	Daily	✓				Daily	✓			
	Spray buff	Fortnightly	✓				Fortnightly	✓			
	Deep clean	Annually	✓				Annually	✓			
Soft Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Spot suction clean	Daily	✓				Daily	✓			
	Full Suction clean	Weekly	✓				Daily	✓			
	Deep clean	Annually	✓				Annually	✓			
Furniture, Fixtures & Fittings	Dust	Weekly	✓				Weekly	✓			
	Damp Dust / Wipe	Weekly	✓				Weekly	✓			
Ventilation Grills	Suction Clean	Bi-annually	✓				Bi-annually	✓			
	Damp Dust / Wipe	Bi-annually	✓				Bi-annually	✓			
High Level Surfaces	Dust	Annually	✓				Annually	✓			
Paintwork, tiles & sills	Dust	Weekly	✓				Fortnightly	✓			
	Damp Dust / Wipe	Weekly	✓				Monthly	✓			
Internal glass (not windows)	Spray clean	Weekly	✓				Weekly	✓			
Mirrors	Spray clean	Weekly	✓				Weekly	✓			
Curtains / Blinds	Full suction clean	Annually	✓				Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry										
Dispensers / Hand Dryers	Damp Dust / Wipe										
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe										
Toilet cubicles & doors	Damp Dust / Wipe										
Refuse / Recycling	Remove Waste	Daily	✓				Daily		✓		
	Wash / damp wipe waste receptacles	Monthly	✓				Weekly	✓			

Area	Task	Freq	Labs				Freq	Workshops			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Dust control mop	Weekly			✓		Weekly		✓		
	Damp mop	Weekly	✓				Weekly	✓			
	Spot mop	Daily	✓				Daily	✓			
	Spray buff	Monthly	✓								
	Deep clean	Annually	✓				Annually	✓			
Soft Floors	Remove debris										
	Remove spots and spills										
	Spot suction clean										
	Full Suction clean										
Furniture, Fixtures & Fittings	Dust						Fortnightly	✓			
	Damp Dust / Wipe						Monthly	✓			
Ventilation Grills	Suction Clean						Bi-annually	✓			
	Damp Dust / Wipe						Bi-annually	✓			
High Level Surfaces	Dust										
Paintwork, tiles & sills	Dust										
	Damp Dust / Wipe										
Internal glass (not windows)	Spray clean						Monthly	✓			
Mirrors	Spray clean						Monthly	✓			
Curtains / Blinds	Full suction clean						Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry	Daily	✓				Daily	✓			
Dispensers / Hand Dryers	Damp Dust / Wipe										
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe										
Toilet cubicles & doors	Damp Dust / Wipe										
Refuse / Recycling	Remove Waste	Daily	✓				Daily	✓			
	Wash / damp wipe waste receptacles	Monthly	✓				Monthly	✓			

Area	Task	Freq	Staff Kitchens				Freq	Meeting Rooms			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Dust control mop	Weekly	✓				weekly			✓	
	Damp mop	Weekly	✓				Weekly	✓			
	Spot mop	Daily	✓				Daily	✓			
	Spray buff						Monthly	✓			
	Deep clean	Bi-annually	✓				Annually	✓			
Soft Floors	Remove debris						Daily	✓			
	Remove spots and spills						Daily	✓			
	Spot suction clean						Daily	✓			
	Full Suction clean						Weekly	✓			
	Deep clean						Annually	✓			
Furniture, Fixtures & Fittings	Dust	Fortnightly	✓				Weekly	✓			
	Damp Dust / Wipe	Monthly	✓				Monthly	✓			
Ventilation Grills	Suction Clean	Bi-annually	✓				Bi-annually	✓			
	Damp Dust / Wipe	Bi-annually	✓				Bi-annually	✓			
High Level Surfaces	Dust	Annually	✓				Monthly	✓			
Paintwork, tiles & sills	Dust	Fortnightly	✓				Fortnightly	✓			
	Damp Dust / Wipe	Monthly	✓				Monthly	✓			
Internal glass (not windows)	Spray clean	Monthly	✓				Weekly	✓			
Mirrors	Spray clean	Monthly	✓				Weekly	✓			
Curtains / Blinds	Full suction clean	Annually	✓				Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry										
Dispensers / Hand Dryers	Damp Dust / Wipe										
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe										
Toilet cubicles & doors	Damp Dust / Wipe										
Refuse / Recycling	Remove Waste	Daily	✓				Daily	✓			
	Wash / damp wipe waste receptacles	Monthly	✓				Monthly	✓			

Area	Task	Freq	Domestic Science				Freq	Sports Halls			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Daily	✓			
	Dust control mop	Weekly	✓				Weekly	✓			
	Damp mop	Weekly	✓				Weekly			✓	
	Spot mop	Daily	✓				Daily	✓			
	Spray buff										
	Deep clean	Annually	✓				Annually	✓			
Soft Floors	Remove debris										
	Remove spots and spills										
	Spot suction clean										
	Full Suction clean										
	Deep clean										
Furniture, Fixtures & Fittings	Dust	Fortnightly	✓				Fortnightly	✓			
	Damp Dust / Wipe	Monthly	✓				Monthly	✓			
Ventilation Grills	Suction Clean	Bi-annually	✓				Bi-annually	✓			
	Damp Dust / Wipe	Bi-annually	✓				Bi-annually	✓			
High Level Surfaces	Dust	Monthly	✓				Annually	✓			
Paintwork, tiles & sills	Dust	Fortnightly	✓				Fortnightly	✓			
	Damp Dust / Wipe	Monthly	✓				Monthly	✓			
Internal glass (not windows)	Spray clean	Monthly	✓				Monthly	✓			
Mirrors	Spray clean	Monthly	✓				Monthly	✓			
Curtains / Blinds	Full suction clean	Annually	✓				Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry										
Dispensers / Hand Dryers	Damp Dust / Wipe										
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe										
Toilet cubicles & doors	Damp Dust / Wipe										
Refuse / Recycling	Remove Waste	Daily	✓				Daily	✓			
	Wash / damp wipe waste receptacles	Monthly	✓				Monthly	✓			

Area	Task	Freq	Gymnasiums				Freq	Cleaners Sluice			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Daily	✓				Daily	✓			
	Remove spots and spills	Daily	✓				Weekly	✓			
	Dust control mop	Weekly			✓		Monthly	✓			
	Damp mop	Weekly	✓				Monthly	✓			
	Spot mop	Daily	✓								
	Spray buff										
	Deep clean	Annually	✓				Annually	✓			
Soft Floors	Remove debris	Daily	✓								
	Remove spots and spills	Daily	✓								
	Spot suction clean	Daily	✓								
	Full Suction clean	Weekly	✓								
	Deep clean	Annually	✓								
Furniture, Fixtures & Fittings	Dust	Fortnightly	✓								
	Damp Dust / Wipe	Monthly	✓				Monthly	✓			
Ventilation Grills	Suction Clean	Bi-annually	✓				Bi-annually	✓			
	Damp Dust / Wipe	Bi-annually	✓				Bi-annually	✓			
High Level Surfaces	Dust	Annually	✓				Annually	✓			
Paintwork, tiles & sills	Dust	Fortnightly	✓				Monthly	✓			
	Damp Dust / Wipe	Monthly	✓				Monthly	✓			
Internal glass (not windows)	Spray clean	Monthly	✓								
Mirrors	Spray clean	Monthly	✓								
Curtains / Blinds	Full suction clean	Annually	✓								
WC's, WHB's & Shower Trays	Full Wash and Dry										
Dispensers / Hand Dryers	Damp Dust / Wipe										
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe										
Toilet cubicles & doors	Damp Dust / Wipe										
Refuse / Recycling	Remove Waste	Daily	✓				Daily	✓			
	Wash / damp wipe waste receptacles	Monthly	✓				Monthly	✓			

Area	Task	Freq	Store Room				Freq	LRC's			
			x1	x2	x3	x4		x1	x2	x3	x4
Hard Floors	Remove debris	Bi-annually	✓				Daily		✓		
	Remove spots and spills	Bi-annually	✓				Daily	✓			
	Dust control mop	Bi-annually	✓				Weekly			✓	
	Damp mop	Bi-annually	✓				Weekly			✓	
	Spot mop						Daily	✓			
	Spray buff						Weekly	✓			
	Deep clean	Annually	✓				Bi-annually	✓			
Soft Floors	Remove debris						Daily		✓		
	Remove spots and spills						Daily	✓			
	Spot suction clean						Daily	✓			
	Full Suction clean						Weekly	✓			
	Deep clean						Bi-Annually	✓			
Furniture, Fixtures & Fittings	Dust						Weekly	✓			
	Damp Dust / Wipe	Bi-annually	✓				Weekly	✓			
Ventilation Grills	Suction Clean	Bi-annually	✓				Bi-annually	✓			
	Damp Dust / Wipe	Bi-annually	✓				Bi-annually	✓			
High Level Surfaces	Dust	Bi-annually	✓				Bi-annually	✓			
Paintwork, tiles & sills	Dust	Bi-annually	✓				Weekly	✓			
	Damp Dust / Wipe	Bi-annually	✓				Monthly	✓			
Internal glass (not windows)	Spray clean						Weekly	✓			
Mirrors	Spray clean						Weekly	✓			
Curtains / Blinds	Full suction clean						Annually	✓			
WC's, WHB's & Shower Trays	Full Wash and Dry										
Dispensers / Hand Dryers	Damp Dust / Wipe										
Shower Cubicles & Fixtures	Full Wash and Dry										
Grab Rails	Damp Dust / Wipe										
Toilet cubicles & doors	Damp Dust / Wipe										
Refuse / Recycling	Remove Waste						Daily	✓			
	Wash / damp wipe waste receptacles						Monthly	✓			