





## TYPICAL CLEANING SPECIFICATION AND CHECK LIST

Washrooms	Visit	Weekly	Twice weekly	Periodic	Check
Clean all surfaces and paintwork	Twice				
Clean all vitreous surfaces and clean and polish bright work	Twice				
Descalc periodically	Twice				
Replenish Consumables	Twice				
Clean plug traps and overflows as required	Twice				
High dusting					
Vac/sweep and mop flooring 🧹	Twice				
Remove any refuse from waste bins clean bin and remove rubbish to waste point.	Twice				
<b>Washrooms Notes</b> Reception Disabled WC will be continuously checked throughout the day and cleaned as required					
Canteen Area	Visit	Weekly	Twice weekly	Periodic	Check
Clean all surfaces, paintwork , tiles and appliances					
Clean all furniture fixtures and fittings					
Clean and sanitise microwaves each visit.					
Clean and de-crumbs toasters					
Clean Fridges dispose of any out of date left food items clean sanitise internally					
Vac/sweep and mop flooring 🧹					
High dusting					
Replenish Consumables					
Remove any refuse from waste bins clean bin and remove rubbish to waste point.					
Load dishwasher with any surplus crockery ,cutlery and put away when dry					
General areas	Visit	Weekly	Twice weekly	Periodic	Check
Clean all paintwork doors and communal surfaces					
Rotational Vacuum flooring prioritising traffic areas					
Remove any refuse from waste bins clean bin and remove rubbish to waste point.					

