

<b>Document</b>	Itinerary of Cleaning Duties
<b>Customer</b>	15 Settles Street
<b>Area</b>	All Areas
<b>Date</b>	December 2024
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### Reception Area

Task	Daily	Weekly	Fortnightly
Wipe and buff all tables, reception desk and counter top			
Empty any waste bins			
Vacuum and mop hard floor			
Clean lift <ul style="list-style-type: none"> <li>• Buff chrome doors</li> <li>• Clean and buff control panel</li> <li>• Clean any mirrors</li> <li>• Vacuum and mop floor</li> </ul>			
Sofas/Seats <ul style="list-style-type: none"> <li>• Vacuum and ensure that there is no debris on seats in seating area</li> </ul>			
Low level cleaning/high level cleaning <ul style="list-style-type: none"> <li>• Skirting boards</li> <li>• Low level shelving</li> <li>• In between stairway spindles</li> <li>• High dust</li> </ul>			

### Stairways & Corridors

Task	Daily	Weekly	Fortnightly
Vacuum stairways			
Spot mop using flat mop			
Remove dust from surfaces			
Low level cleaning/high level cleaning <ul style="list-style-type: none"> <li>• Skirting boards</li> <li>• Low level shelving</li> <li>• In between stairway spindles</li> <li>• High dust</li> </ul>			
Glass – Clean and buff glass in doors			
Doors – keep doors free from dirt and fingerprints			

## Toilets

Task	Daily	Weekly	Fortnightly
Wash, Brush and Flush all units <ul style="list-style-type: none"> <li>Clean behind toilet seat</li> <li>Clean hinges of toilet seat</li> </ul>			
Wipe all sinks and surfaces			
Buff chrome taps and marble surfaces			
Wipe underneath hand driers			
Wipe any marks from walls			
Empty waste bins (replacing spoiled liners)			
Wipe any exposed pipework			
Ensure a good supply of soap			
Ensure a good supply of toilet roll			
Ensure a good supply of hand towels			
Vacuum and mop floors (including corridor)			
Low level cleaning/high level cleaning <ul style="list-style-type: none"> <li>Skirting boards</li> <li>Low level shelving</li> <li>In between stairway spindles</li> <li>High dust</li> </ul>			

## Basement Showers and Communal Areas

Task	Daily	Weekly	Fortnightly
Showers <ul style="list-style-type: none"> <li>Clean glass doors (inside and out)</li> <li>Clean shower tray</li> <li>Clean shower controls</li> </ul>			
Showers <ul style="list-style-type: none"> <li>Clean tiles in shower cubicles</li> </ul>			
Vacuum and mop flooring including: <ul style="list-style-type: none"> <li>Bike store</li> <li>Shower cubicles</li> <li>Changing areas</li> <li>Corridors</li> </ul>			
Ensure all showers have good supply of soap			
Empty any waste bins			
Low level cleaning/high level cleaning <ul style="list-style-type: none"> <li>Skirting boards</li> <li>Low level shelving</li> <li>In between stairway spindles</li> <li>High dust</li> </ul>			