

CLEANING SPECIFICATION

Daily Reception

Furniture	All furniture to be polished to ensure no build up of dust occurs
Internal Doors	Remove finger marks from door and glass, clean handles
Entrance Door	Remove dust/marks from entrance door, clean handles
Reception Desk	To be cleaned in detail ensuring all marks are removed
Upholstered Furniture	All upholstered furniture to be vacuumed
Carpeted Areas	Pick up any litter and vacuum clean
Waste Bins	Empty into black sacks and change bin liners as necessary and replace ready for use

Office Areas, Meeting and Boardroom

Waste Bins	Empty into black sacks and change bin liners as necessary and replace ready for use
Carpeted Areas	Pick up any litter and vacuum
Desks	Dust and polish desktop, tables and other work surfaces if free from paper
Furniture Fittings	Dust and polish legs and transoms to desks and tables, filing cabinets, bookcases, coffee tables, pictures, air conditioning units, coat stands, notice boards and clock faces up to arms reach
Telephones	All telephones to be cleaned and disinfected with the appropriate solution. Particular attention to be paid to mouthpieces and handsets
Sills & Ledges	Dust or damp wipe all sills, window ledges and skirting boards
Internal doors	Remove finger marks and clean handles
Kitchens	
Floors	Sweep floor areas. Wash floor, using a solution of neutral detergent and water

Work Surfaces	Clean and dry all working surfaces, splash backs, sink units and taps
Sills & Ledges	Dust or damp wipe all sills, window ledges and skirting boards
Internal doors	Remove finger marks and clean handles
Waste Bins	All bins to be emptied, washed if necessary and new liner inserted
Microwaves	Clean internal and external
Staircases & Walkways	
Stairs & Walkways	All carpets to be vacuumed, paying particular attention to stair treads and corners of stairs to ensure no build up of dust
Handrails	Handrails to be cleaned to remove build up of body fats and dirt
Toilets	
Floors	Damp mop floor areas to all toilets
W.C. Bowls	Clean inside and outside of all toilet pans. Disinfect and leave in a clean and hygienic condition. Use a suitable de-scaler as required
Toilet Seats	Seats and covers to be disinfected and dry polished both sides
Cisterns	To be wiped clean and disinfected
Fittings and Fixtures	Clean all mirrors, taps, traps and towel cabinets. Damp wipe and exposed pipes within arms reach
Cubicle Surfaces	Remove any finger marks and splash marks from cubicle surfaces
Wash Basins	Clean inside and outside of all wash basins, wipe clean splash backs
Services	Replenish toilet rolls, soap and hand towels as necessary
Outside	

Front	Pick up litter and sweep as necessary. Damp wipe hand rail clean
Weekly	
Fridges (Friday)	Remove all out of date food and wipe clean internally
Monthly	
Furniture Legs etc	All transoms, legs and bases to chairs and desks to be cleaned in detail
Toilet Cubicles	All toilet cubicle surfaces to be washed and cleaned in detail. Any faults to be reported
Quarterly	
High Levels	Where accessible, all cobwebs, dust build up etc to be cleaned and removed