|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SITE: Your Company Name |  | | | | | | |
| CLEANED BY: CleanMaxi | WEEK STARTING: | | | | | | |
| SIGNATURE: | DATE SIGNED: | | | | | | |
| **ENTRANCE / RECEPTION / OFFICE AREAS** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| Remove rubbish and replace bin liners |  |  |  |  |  |  |  |
| Vacuum all carpets and mats |  |  |  |  |  |  |  |
| Vacuum all hard floors |  |  |  |  |  |  |  |
| Vacuum under all cushions |  |  |  |  |  |  |  |
| Dust all horizontal surfaces of desks, chairs, tables and other furniture |  |  |  |  |  |  |  |
| Damp wipe all horizontal surfaces with disinfectant |  |  |  |  |  |  |  |
| Mop all hard floors with disinfectant |  |  |  |  |  |  |  |
| Remove cobwebs from front entry and immediate surrounding areas |  |  |  |  |  |  |  |
| Remove fingerprints and marks from around light switches and door frames |  |  |  |  |  |  |  |
| Clean automatic glass doors inside and out |  |  |  |  |  |  |  |
| Spot clean all glass |  |  |  |  |  |  |  |
| Polish all brass and bright work (including strip on entrance floor) |  |  |  |  |  |  |  |
| Spot clean walls and painted surface |  |  |  |  |  |  |  |
| Collect all rubbish, papers, bottles etc. from front entrance and between buildings |  |  |  |  |  |  |  |
| Ensure all areas are clean & arranged in a tidy fashion prior to leaving |  |  |  |  |  |  |  |
| **TOILET & BATHROOM AREAS** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| Stock toilet tissue, hand towels, facial tissues and hand soap |  |  |  |  |  |  |  |
| Empty rubbish bins and wipe if needed and replace bin liners as required |  |  |  |  |  |  |  |
| Clean and polish mirrors |  |  |  |  |  |  |  |
| Wipe hand towel cabinet covers/hand dryers |  |  |  |  |  |  |  |
| Wipe down door sills – remove all dust |  |  |  |  |  |  |  |
| Toilets and urinals to be cleaned and disinfected on both sides and disinfected/sanitised and wiped dry |  |  |  |  |  |  |  |
| Clean and sanitise all basins. Polish all bright work to basins |  |  |  |  |  |  |  |
| Dust partitions, tops of mirrors and frames |  |  |  |  |  |  |  |
| Remove splash marks from walls around basins |  |  |  |  |  |  |  |
| Mop clean restroom floors with disinfectant |  |  |  |  |  |  |  |
| **LIFTS & STAIRS** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| Remove rubbish from all areas |  |  |  |  |  |  |  |
| Polish all brass and bright work |  |  |  |  |  |  |  |
| Vacuum all hard floors |  |  |  |  |  |  |  |
| Mop all hard floors with disinfectant |  |  |  |  |  |  |  |
| Spot clean internal glass in lifts |  |  |  |  |  |  |  |
| **WEEKLY CLEANING** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| Spray all hard floors. Twice a Week |  |  |  |  |  |  |  |
| Clean all glass inside & outside. Once a Week |  |  |  |  |  |  |  |