

### Cleaning Duties

Time	Tuesday	Friday	Monthly items
8.00am-9.00am	<ul style="list-style-type: none"> <li>• Clean office toilets &amp; sign schedule.</li> <li>• Hoover &amp; dust reception, hoover 1<sup>st</sup> &amp; 2<sup>nd</sup> floor offices</li> <li>• Dust conference table /window sills.</li> <li>• Disinfect/dust bannisters.</li> <li>• Empty bins 1<sup>st</sup> &amp; 2<sup>nd</sup> floor offices</li> <li>• Empty office shredders</li> </ul>		<ul style="list-style-type: none"> <li>• Wipe down skirting boards.</li> <li>• Water plants if applicable</li> </ul>
9.00am-10.00am	<ul style="list-style-type: none"> <li>• Hoover kitchen</li> <li>• Wipe down kitchen tops &amp; sink.</li> <li>• Clean inside of fridge &amp; appliances</li> <li>• Put away any plates etc</li> <li>• Empty kitchen bin.</li> <li>• Clean manufacturing toilets &amp; sign schedule.</li> </ul>		
3.00pm – 4.00pm		<ul style="list-style-type: none"> <li>• Hoover reception &amp; Kitchen</li> <li>• Empty kitchen bin, wash out &amp; wipe down.</li> <li>• Dust and hoover stores area.</li> <li>• Disinfect door handles and shelves.</li> <li>• Clean office toilets.</li> <li>• Empty bins shop floor &amp; office (if required).</li> <li>• Remove any cobwebs.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean inside of windows and ledges (Office, Reception and Manufacturing)</li> </ul>
4.00pm-5.00pm		<ul style="list-style-type: none"> <li>• Brush up / hoover shop floor</li> <li>• Mop shop floor (put out signs)</li> <li>• Clean downstairs toilets.</li> </ul>	

It is essential the items listed are completed, in order to keep the building to a good standard of cleanliness.

Cleaning is imperative to comply with health and safety legislations and ensure our employee's working environment is comfortable and hygienic for them to work in.

It is essential the items listed are completed, in order to keep the building to a good standard of cleanliness. Cleaning is imperative to comply with health and safety legislations and ensure our employee's working environment is comfortable and hygienic for them to work in.