

KITCHEN AREAS:

DAILY	WEEKLY	MONTHLY
Clean, sanitise and shine sinks.	Dust window ledges, tops of partitions.	Steam clean hard floors.
Wipe down countertops.	Dust and remove debris from metal entrance thresholds.	Dust for cobwebs (but check daily).
Wipe down stuff on countertops (e.g. coffee pots).	Clean all skirting boards.	Dust down all blinds.
Clean exterior of cupboards.	Clean the interior of all fridges.	
Sanitise interior and exterior of microwaves.	Vacuum/Clean upholstered furniture.	
Empty and replace the bins.	Clean light fixtures.	
Vacuum the floor.		
Mop the floor.		
Remove fingerprints from glass panels.		

WASHROOM AREAS:

DAILY	WEEKLY	MONTHLY
Clean, sanitise and shine sinks.	Dust window ledges and any other areas to a height of 1.8 metres.	Steam clean hard floors.
Clean and polish mirrors, glass and chrome.	Clean and sanitise door handles.	Dust for cobwebs (but check daily).
Empty trash containers and remove trash to the designated areas.	Clean all skirting boards.	Dust blinds.
Replenish toilet paper, paper towels, hand soap and other supplies. (if required)	Clean light fixtures.	
Clean and disinfect toilet bowls/seats.		
Vacuum the floor (if required)		
Mop the floor.		

COMMUNAL AREAS:

DAILY	WEEKLY	MONTHLY
Clean glass on any doors or glass panels.	Dust window ledges, tops of partitions.	Steam clean hard floors.
Polish all desks.	Dust and remove debris from metal entrance thresholds.	Dust for cobwebs (but check daily).

Sanitise all keyboards, computer mouses, and telephones.	Clean window frames and fixtures on the wall.	Dust all blinds.
Vacuum the floors.	Clean all skirting boards.	Clean office chairs.
Disinfect staircase rails.	Dust plug sockets, TV, fire extinguishers etc.	
Empty trash containers and remove trash to the designated areas.	Vacuum/Clean upholstered furniture.	
Empty and replace the bins.	Clean light fixtures.	
Mop the floors. (if required)		

INDIVIDUAL OFFICE AREAS:

DAILY	WEEKLY	MONTHLY
Clean glass on any doors or glass panels.	Dust window ledges, tops of partitions.	Steam clean hard floors.
Polish all desks.	Dust and remove debris from metal entrance thresholds.	Dust for cobwebs (but check daily).
Sanitise all keyboards, computer mouses, and telephones.	Clean window frames and fixtures on the wall.	Dust all blinds.
Vacuum the floors.	Clean all skirting boards.	Clean office chairs.
Disinfect staircase rails.	Dust plug sockets, TV, fire extinguishers etc.	
Empty trash containers and remove trash to the designated areas.	Vacuum/Clean upholstered furniture.	
Empty and replace the bins.	Clean light fixtures.	
Mop the floors. (if required)		



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