**Cleaning Schedule**

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| Area | Method | Frequency/Comments |
| Tables, Chairs, Window sills, Handles | Clean with neutral detergent, warm water and clean cloth | Daily |
| Both sides of toilet seat, toilet handles, door knobs or cubicle handles. | Clean with detergent and warm water. | At least daily |
| Toilet bowls | Use toilet cleaner as per manufacturers instructions. | At least daily. |
| Wash hand basins, taps, surrounding counters, soap dispensers. | Clean with detergent and warm water. | At least daily. |
| Carpets | Vacuum | Daily |
| Washable floor covering | Wash with detergent, warm water and mop  Vacuum clean to remove dirt. | Daily |
| Waste bins | Empty  Clean with neutral detergent and warm water  Replace bin liner | Daily |
| Mops and cleaning cloths | Mop heads to be washed daily in the washing machine  Reusable cloths to be washed daily in the washing machine | Daily |