

## CHECKLIST

<b>Week beginning...../...../.....</b>						
<b>Area</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
<b>Reception waiting room</b> <b>blue</b>	Empty all bins and replace bin bags	Empty all bins -replace bin bags	Empty all bins -replace bin bags	Empty all bins -replace bin bags	Empty all bins -replace bin bags	
	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	
	Finger marks doors-glazing	Finger marks doors-glazing	Finger marks doors-glazing	Finger marks doors-glazing	Finger marks doors-glazing	
	Window Boards	Window Boards	Window Boards	Window Boards	Window Boards	
	Wipe desks/tables	Wipe desks/tables	Wipe desks/tables	Wipe desks/tables	Wipe desks/tables	
	Brass door plates	Brass door plates	Brass door plates	Brass door plates	Brass door plates	
	Water machine	Water machine	Water machine	Water machine	Water machine	
		Cobwebs	Skirting's and chair legs		Wipe all doors	
<b>Ground floor WC's</b> <b>red</b>	Wash hand basin	Wash hand basin	Wash hand basin	Wash hand basin	Wash hand basin	
	Toilet pan	Toilet pan	Toilet pan	Toilet pan	Toilet pan	
	Toilet seat	Toilet seat	Toilet seat	Toilet seat	Toilet seat	
	Mirrors	Mirrors	Mirrors	Mirrors	Mirrors	
	Tiles	Tiles	Tiles	Tiles	Tiles	
	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	
	Buff polish chrome taps	Buff polish chrome taps	Buff polish chrome taps	Buff polish chrome taps	Buff polish chrome taps	
	Wipe door/door handle	Wipe door/door handle	Wipe door/door handle	Wipe door/door handle	Wipe door/door handle	
<b>Staricase and Walkways</b> <b>blue</b>	Vacuum/ mop hard floor	Vacuum/ mop hard floor	Vacuum/ mop hard floor	Vacuum/ mop hard floor	Vacuum/ mop hard floor	
	Clean hand rail	Clean hand rail	Clean hand rail	Clean hand rail	Clean hand rail	
	Door handles	Door handles	Door handles	Door handles	Door handles	
		Cobwebs	Damp wipe skirting	Window Boards	Wipe all doors	
<b>Kitchen/ staffroom</b> <b>green</b>	Sink	Sink	Sink	Sink	Sink	
	Work tops	Work tops	Work tops	Work tops	Work tops	
	Tables and chairs	Tables and chairs	Tables and chairs	Tables and chairs	Tables and chairs	
	Window Boards	Window Boards	Window Boards	Window Boards	Window Boards	
	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	
	Wash clean cups etc	Wash clean cups etc Cobwebs	Wash clean cups etc	Wash clean cups etc	Wash clean cups etc	
<b>Office</b> <b>blue</b>	Vacuum floor	Cobwebs	Vacuum floor	Vacuum floor	Vacuum floor	
	Desks	Vacuum floor	Chair legs	Window boards	Wipe door	
<b>Surgery rm sterilization room</b> <b>yellow</b>	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor	Vacuum and mop floor Marks on	Vacuum and mop floor	
	Marks on Doors	Marks on Doors	Marks on Doors	Doors	Wipe Doors	