

Week beginning...../...../.....

Area	Monday	Tuesday	Wednesday	Thursday	Friday
Reception waiting room blue	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
Ground floor WC's red		Cobwebs	Skirting's and chair legs		Wipe all doors
	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	
Staircase and Walkways blue		Cobwebs	All Wall Tiles		
	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
Kitchen/ staffroom green		Cobwebs	Damp wipe skirting	Window Boards	Wipe all doors
	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
Office blue			Damp Wipe skirting	Wipe all doors	
	Vacuum floor	Cobwebs	Vacuum floor	Vacuum floor	Vacuum floor
Surgery rm sterilization room yellow	Desks	Vacuum floor	Chair legs	Window boards	Wipe door
	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