

**Daily Cleaning Standards (items on this list are required to be carried out 7 days a week)**

Foyer	
Floor	<p>Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.</p> <p>After cleaning there must be no excess water left on the floor that might cause a hazard.</p>
Glazing	<p>Internal and external glazing on doors and windows must be clean and free of marks, soil, film, cobwebs and fingerprints.</p>
Doors, window ledges and skirting/light coverings	<p>Doors, window ledges, and skirting board must be free of marks, dirt, and cobwebs.</p> <p>Light covering must be free of cobwebs.</p>
Lifts	<p>Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.</p> <p>After cleaning there must be no excess water left on the floor that might cause a hazard.</p> <p>Vents must be free of litter, chewing gum and cigarette ends.</p> <p>Control panel must be clean and free of dirt, sticky marks, and smudges.</p> <p>Lift walls, door and ceiling must be clean and free of dirt, sticky marks, and smudges.</p> <p>Lift runners must be clean and free of dust, grit, lint, soil, film, chewing gum, cigarette ends and other debris.</p> <p>Bannisters must be clean and free of dust, grit, lint, soil, film, chewing</p>

	gum, cigarette ends and other debris.
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Bin Room	
Floor	Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.  After cleaning there must be no excess water left on the floor that might cause a hazard.
Bins	Full bins under chutes must be replaced with one that has remaining capacity for refuse.
Walls/doors/ switches/light coverings	Must be free of dust, food waste, spillages, and cobwebs.

External Area	
Front door area (immediately outside front door)	Ground must be clear and free of litter, cigarette ends and grit build up.  Door and frame must be clear of cobwebs and marks.
Back door area (immediately outside back door)	Ground must be clear and free of litter, cigarette ends and grit build up.  Door and frame must be clear of cobwebs and marks.

Stairs	
General	The stairs must be checked daily. Any litter must be removed and any spillages/liquids removed leaving no excess water on floor or stairs that might cause a hazard.
Walls	Walls must be free of marks, dirt and graffiti.

Laundry	
General	Daily check of the laundry for repair issues and spillages.  Bins must have remaining capacity left in them.

### Weekly Cleaning Standards

**All items on this list must be completed once per week between Monday and Friday although not necessarily all on the same day.**

Landings	
Floors	Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.  After cleaning there must be no excess water left on the floor that might cause a hazard.
Doors, window ledges and skirting/light coverings	Must clean and free of dust, dirt, marks and cobwebs.

Lifts	
Runners	Runners on each landing must be free of litter, dirt, grit, cigarette ends, chewing gum, and other waste.
Doors	Lift doors in landings must be free of dust, dirt, sticky marks, and grime.
Facing/frame	Facings and frames on landings must be free of dust, dirt and grime.

Chute Rooms	
Floor	Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.  After cleaning there must be no excess water left on the floor that might

	<p>cause a hazard.</p> <p>Floor must be free of refuse bags and other waste.</p>
Chute (pipe and lid)	Chute must be free of dust, dirt, marks and food waste spillages.
Walls, door and ledges	Walls, doors and ledges must be free of dust, marks and cobwebs.

Stairs	
Floors	<p>Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.</p> <p>After cleaning there must be no excess water left on the floor that might cause a hazard.</p>
Bannisters	Bannisters must be free of dust, cobwebs and marks.
Light fittings	Light coverings must be free of dust, cobwebs and marks.
High and low areas	High and low areas in the stairwell must be free of dust and cobwebs

Laundry	
Floors	<p>Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.</p> <p>After cleaning there must be no excess water left on the floor that might cause a hazard.</p>
Laundry machines	External surfaces of laundry machines must be clean and free of dust, marks, washing powder and liquid spillages
Sinks	Sinks, taps and plug holes must be clear of grime and dirt.
Worktops	Work tops must be clean and free of dust, marks and spillages.
Drainage	Drainage channels must be clean and free of grime and dust build up.

channels	
Windows and ledges	Windows and ledges must be clean and free of marks, dust, and cobwebs.
Bins	Bins must be emptied.

Common room	
Floor	<p>Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.</p> <p>After cleaning there must be no excess water left on the floor that might cause a hazard.</p>
Soft furnishings	Must be free of dust and grime.
Hard furnishings	Must be free of dust and grime.
Kitchen area	<p>Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.</p> <p>After cleaning there must be no excess water left on the floor that might cause a hazard.</p> <p>Worktops must be clean and free of dust, marks and spillages.</p> <p>Sinks, taps and plug holes must be clear of grime and dirt.</p>
Window ledges and skirting	Must be free of dust, dirt and cobwebs.
Toilets	<p>Toilet and pedestal must be clean and free of marks, dust, and other liquids.</p> <p>Sinks, taps and plug holes must be clear of grime and dirt.</p> <p>Floors must be clean and free of dust, dirt, litter, chewing gum, marks and spots, water, and other liquid waste.</p> <p>After cleaning there must be no excess water left on the floor that might cause a hazard.</p>

	Mirrors and glazing must be free of dust, dirt, grime and fingerprints.
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External area	
Perimeter of the building extending out 2 metres	The perimeter of the building must be clear and free of litter, glass, cigarette ends, hypodermic needles, and other waste.

**Quarterly cleaning**

The internal and external glazing in the laundry and commons rooms in all buildings which have them is cleaned quarterly.

Bin rooms and bins are power washed/deep cleaned quarterly.