

Offices and Open Plan Areas / Meeting Rooms / Reception

Item	Operation	Frequency					
		D	W	M	Q	6M	A
Waste Container	Empty/Reline						
Office Furniture	Dust/Damp wipe/Buff/Polish as req						
Fixtures/Fittings	Dust/Damp wipe/Buff/Polish						
Doors/Switches/Paintwork	Spot clean						
Mats	Vacuum						
Door Glass	Spot clean/Polish						
Ledges/Sills/Skirtings	Dust						
Carpets	Vacuum						
Carpets	Spot clean						
Floors	Sweep						
Floors	Wash /Clean						
Lifts	Clean/Polish						
Crockery	Collect						
Waste Container	Damp wipe						
Floors	Machine burnish						
Stair Risers	Clean						
Soft Furnishings	Vacuum						
Blinds	Dust						
Walls	Spot clean						
Computer Screens	Anti-static/Clean						
Telephones	Clean/Disinfect						
Ledges/Sills	Dust high levels						
Carpets	Shampoo						
Floors	Machine clean						
Floors	Strip/Re-polish						

Kitchen and Breakout Areas

Item	Operation	Frequency					
		D	W	M	Q	6M	A
Waste Container	Empty/Reline						
Fixtures/Fittings	Dust/Damp wipe/Disinfect						
Bright Work	Clean/Polish						
Doors/Switches/Paintwork	Spot clean						
Doors/Glass	Spot clean/Polish						
Ledges/Sills/Skirtings	Dust						
Carpets	Vacuum						
Carpets	Spot clean						
Floors	Sweep						
Floors	Wash/Clean/Disinfect						
Splash Backs	Wash/Buf						
Walls	Spot clean						
Microwave	Wipe/Disinfect						
Crockery	Dish wash						
Consumables	Replenish						
Crockery	Hand wash						
Waste Container	Damp wipe						
Floors	Machine burnish						
Blinds	Dust						
Refrigerator	Wipe/Disinfect						
Ledges/Sills	Dust high levels						
Carpets	Shampoo						
Floors	Machine clean						
Floors	Strip/Re-polish						
Floors	Strip/Re-polish						

Toilets

Item	Operation	Frequency					
		D	W	M	Q	6M	A
Waste Container	Empty/Reline						
Sanitary ware	Damp wipe/Wash/Disinfect						
Bright Work	Clean/Polish						
Mirrors	Clean/Polish						
Doors/Switches/Paintwork	Spot clean						
Door Glass	Spot clean/Polish						
Ledges/Sills/Skirtings	Dust						
Floors	Sweep						
Floors	Wash/Clean/Disinfect						
Splash Backs	Wash/Buf						
Walls	Spot clean						
Consumables	Replenish						
Waste Container	Damp wipe						
Sanitary ware	Descale						
Floors	Machine burnish						
Ledges/Sills/Skirtings	Dust high levels						
Floors	Machine clean						
Floors	Strip/Re-polish						
Walls	Wash down/Buf						

External

Item	Operation	Frequency					
		D	W	M	Q	6M	A
Litter Bins	Empty						
Ash Cans	Empty						
Soft Areas	Litter pick						
Hard Areas	Litter pick as required						
Hard Areas	Sweep as required						

Windows

Item	Operation	Frequency					
		D	W	M	Q	6M	A
External Glass	Thoroughly clean						
Internal Glass	Thoroughly clean						
Internal Partitions	Thoroughly clean						

Windows/Glass will only be cleaned where reasonable and safe access permits, in accordance with Health and Safety regulations. The quotation price will need to be clarified following a full site survey and risk assessment.

Any building defects to be reported to the facilities team.

D – Daily W – Weekly M – Monthly Q – Quarterly 6M – Six Monthly A – Annually