

# Cleaning Job Description for Greenleaf Road

DAILY CLEANING DUTIES						
		Monday	Tuesday	Wednesday	Thursday	Friday
Date:						
Signed:						
	<ul style="list-style-type: none"> <li>• Empty all bins daily</li> <li>• Check/empty nappy unit daily</li> <li>• Clean toilets daily &amp; Replenish toilet paper</li> <li>• Clean sinks daily</li> <li>• Mop kitchen floors twice a week.</li> <li>• Sweep areas as needed</li> <li>• Spot mop as needed.</li> <li>• Clean surfaces in kitchen and toilets using antibacterial spray</li> <li>• Replenish blue roll as needed</li> <li>• Replenish soap dispensers as needed</li> <li>• Keep communal areas clean of litter and left items</li> <li>• Wipe door handles with antibacterial spray</li> <li>• Put drying cutlery away in kitchen.</li> <li>• Report repairs needed to the Administrator</li> </ul>					

WEEKLY CLEANING DUTIES	
Date:	
Signed:	
	<ul style="list-style-type: none"> <li>• Hoover all offices once a week.</li> <li>• Mop toilet floors once a week</li> <li>• Mop main hall once a week on Monday mornings for Little Leaves</li> <li>• Refill soap dispensers if low</li> <li>• Maintain stock of cleaning materials – give shopping order to the Administrator</li> <li>• Wash tea towels</li> <li>• Clean glass on entrance doors</li> <li>• Sweep/wash down entrance area/slope and steps outside building/remove litter.</li> <li>• Sweep floors</li> <li>• Polish desks and cabinet tops</li> </ul>

MONTHLY CLEANING DUTIES	
Date:	
Signed:	
	<ul style="list-style-type: none"> <li>• Clean kitchen cupboard fronts</li> <li>• Wipe windowsills, skirting boards and dado rails.</li> <li>• Clear cobwebs around building</li> <li>• Clean front gardens of litter.</li> <li>• Clean windows</li> <li>• Wipe wall tiles in toilets</li> <li>• Sweep and mop the stairs</li> </ul>

## Other Duties:

Polish the wooden floors in the main hall and downstairs corridor every 6 months.