

ONE VISION HOUSING – TRANSFORM SUPPORT SERVICES

APPOINTED DAYS FOR CLEANING OF HIGH RISE BLOCKS , WATERLOO

CHURCHILL HOUSE

| DAY | Floor No's | Start Time | Finish By. |
|------------|---|-------------------|-------------------|
| Monday | Daily Duties + 14, 13. | 0800 hours | 12.30 hours |
| Tuesday | Daily Duties + 12, 11, 10. | 0800 hours | 13.30 hours |
| Wednesday | Daily Duties + 9, 8, 7. | 0800 hours | 12.30 hours |
| Thursday | Daily Duties + 6, 5, 4. | 0800 hours | 13.30 hours |
| Friday | Daily Duties + 3, 2, 1. | 0800 hours | 12.30 hours |
| Saturday | Daily Duties + Deep Cleaning of Staircases + Deep Cleaning of Lifts | 0800 hours | 13.30 hours |
| Sunday | Daily Duties + Bin Shed + Ext Litter Pick | 0800 hours | 10.00 hours |
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DAILY CLEANING DUTIES

- 1/ Main entrance areas (foyer) clean, brush and mop all floors. Wash all glass windows and door panels.
- 2/ Rotate bins if needed and put rubbish from outside bin shed in bins.
- 3/ Lifts to be cleaned.
- 4/ Toilets to be cleaned.
- 5/ All ground floor areas to inc rear foyer.

FLOOR AREAS

- 1/ Brush and mop all floor areas to inc tenant areas.
- 2/ Brush and mop bin rooms on each floor and clean around bin chute if required.
- 3/ Clean all glass windows inside and outside to inc door panels.
- 4/ Wash all wood work and ledges.
- 5/ Remove any scuff marks on walls.