

ONE VISION HOUSING – TRANSFORM SUPPORT SERVICES

APPOINTED DAYS FOR CLEANING OF HIGH RISE BLOCKS , SEAFORTH

WILLOW 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

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.