

Cleaning Schedule



Avondale House

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping communal entrances• Litter Picking (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust entrance door frames
As Required	<ul style="list-style-type: none">• Delivery of Estate post• Sweeping of roof area (where applicable)

This schedule is a listing of standard tasks not inclusive of programmed and team-based works. All tasks listed and their timeframes are subject to capacity and therefore can change or vary due to circumstance. That aside estate teams will always attempt to uphold these schedules and maintain the standards expected.

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Cleaning Schedule



Brettinghurst House

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping communal entrances• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust entrance door frames
As Required	<ul style="list-style-type: none">• Delivery of Estate post• Sweeping of roof area (where applicable)

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Cleaning Schedule



Centre Point

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (lift buttons, door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping entrances and lifts• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust communal entrance door frames
As Required	<ul style="list-style-type: none">• Delivery of Estate post• Sweeping of roof area (where applicable)

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Cleaning Schedule

Colechurch House



Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (lift buttons, door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping entrances and lifts• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust communal entrance door frames
As Required	<ul style="list-style-type: none">• Delivery of Estate post• Sweeping of roof area (where applicable)

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Cleaning Schedule



East Point

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (lift buttons, door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping entrances and lifts• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust communal entrance door frames
As Required	<ul style="list-style-type: none">• Delivery of Estate post• Sweeping of roof area (where applicable)

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Cleaning Schedule



Eric Wilkins House

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (lift buttons, door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping entrances and lifts• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
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Cleaning Schedule



George Elliston House

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (lift buttons, door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping entrances and lifts• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust communal entrance door frames
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Avondale House

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Cleaning Schedule



Proctor House

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (lift buttons, door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping entrances and lifts• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust communal entrance door frames
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Cleaning Schedule



Tevatree House

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping communal entrances• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust entrance door frames
As Required	<ul style="list-style-type: none">• Delivery of Estate post• Sweeping of roof area (where applicable)

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Cleaning Schedule



Tovy House

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Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
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Cleaning Schedule



Twelve Acres House

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Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust communal entrance door frames
As Required	<ul style="list-style-type: none">• Delivery of Estate post• Sweeping of roof area (where applicable)

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Cleaning Schedule



West Point

Daily	<ul style="list-style-type: none">• Health & Safety Checks of Blocks & Play Area• Disinfect high contact surfaces (lift buttons, door handles, stair railings etc)• Sweep and Mop Lobbies (Including skirting)• Sweep and remove litter from landings & stairwell• Mopping entrances and lifts• Litter Picking & Clearing Chutes (As required)• Wash & Disinfect bin chamber• Checking each landing and areas outside flats to ensure it is clear and hazard free
Weekly	<ul style="list-style-type: none">• Sweeping of corridors/communal areas/outside of block• Wash/Clean window ledges• Remove cobwebs• Clean Lift Runners (As required)
Monthly	<ul style="list-style-type: none">• Clean/Wash Glass Panels & Internal Facing Windows• Dust around communal lights• Mop corridors outside Resident's flats• Wash/Dust communal entrance door frames
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