

# Cleaning Schedule



## Dron House Estate

Daily	<ul style="list-style-type: none"><li>• Sweep and Mop Lobbies</li><li>• Litter pick gardens &amp; courtyard</li><li>• Disinfectant high contact surfaces (door handles etc)</li><li>• Sweep and remove litter from landings &amp; stairwell</li><li>• Check bin sheds – bins overflowing etc</li><li>• Remove bulk waste to red cage storage area</li><li>• Check, remove contaminated items &amp; compact recycle bins</li></ul>
Weekly	<ul style="list-style-type: none"><li>• Sweep &amp; Mop all communal stairways &amp; lobbies</li><li>• Wipe down doors &amp; framework</li><li>• Spot clean walls</li><li>• Dust lighting &amp; internal pipework</li><li>• Sweep &amp; disinfect bin sheds</li><li>• Check, sweep &amp; litter pick all roof top areas</li><li>• Check internal/external lighting for repairs</li></ul>
Monthly	<ul style="list-style-type: none"><li>• Clean doors &amp; door windows</li><li>• High level dusting and cleaning</li><li>• Mop &amp; scrub external steps &amp; wheelchair ramps</li><li>• Full clean, mop floor, worktops, desk, toilets &amp; sinks in office/community centre</li></ul>
As Required	<ul style="list-style-type: none"><li>• Report any health &amp; safety/repair issues</li><li>• Clean spillages</li><li>• Remove hazards</li><li>• Unblock bin chutes</li><li>• Clean, remove leaves/litter from rooftop, bin shed &amp; garage guttering.</li></ul>

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.

If you have any questions regarding Estate Services please contact the City of London via [EstateServices@cityoflondon.gov.uk](mailto:EstateServices@cityoflondon.gov.uk)