

Cleaning Schedule



Basterfield House

Daily	<ul style="list-style-type: none">• Sweep and remove litter from landings & stairwell• Remove bulk waste• Wipe down and mop lifts
Weekly	<ul style="list-style-type: none">• Mop each stairwell• Wipe down bannisters and edges• Wash and disinfect bin chambers and hoppers• Dust lighting• Wipe over glass on all entry/exit doors• Sweep basement shed area and bicycle storage
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Wipe over light fittings• Sweep and wash roof access area
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Update noticeboards

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



Bayer House & Stanley Cohen

Daily	<ul style="list-style-type: none">• Sweep and remove litter from landings & stairwells• Remove bulk waste• Wipe down and mop lifts
Weekly	<ul style="list-style-type: none">• Mop each stairwell• Wipe down bannisters and edges• Wash and disinfect bin chambers and hoppers• Dust lighting• Wipe over glass on all entry/exit doors• Sweep basement shed area and bicycle storage
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Wipe over light fittings• Sweep and wash roof access area
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Update noticeboards

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Cleaning Schedule



Bowater House

Daily	<ul style="list-style-type: none">• Sweep and remove litter from landings & stairwell• Remove bulk waste• Wipe down and mop lift
Weekly	<ul style="list-style-type: none">• Mop each stairwell• Wipe down bannisters and edges• Wash and disinfect bin chambers and hoppers• Dust lighting• Wipe over glass on all entry/exit doors• Sweep basement shed area and bicycle storage
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Wipe over light fittings• Sweep and wash roof access area
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Update noticeboards

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Cleaning Schedule



Crescent House

Daily	<ul style="list-style-type: none">• Sweep and remove litter from landings & stairwells• Remove bulk waste• Wipe down and mop lifts
Weekly	<ul style="list-style-type: none">• Mop each stairwell• Mop internal corridors• Wipe down bannisters and edges• Wash and disinfect bin chambers and hoppers• Dust lighting• Wipe over glass on all entry/exit doors and internal fire doors
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Wipe over light fittings• Sweep and wash roof access area
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Update noticeboards• Strip and polish internal corridors

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Cleaning Schedule



Cullum Welch House

Daily	<ul style="list-style-type: none">• Sweep and remove litter from landings & stairwell• Remove bulk waste• Wipe down and mop lifts
Weekly	<ul style="list-style-type: none">• Mop internal stairwell• Wipe down bannisters and edges• Wash and disinfect bin chambers and hoppers• Dust lighting• Wipe over glass on all entry/exit doors• Sweep basement shed area and bicycle storage
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Wipe over light fittings• Sweep and wash roof access area
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Update noticeboards

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Cleaning Schedule



Cuthbert Harrowing House

Daily	<ul style="list-style-type: none">• Sweep and remove litter from landings & stairwell• Remove and dispose of bulk waste
Weekly	<ul style="list-style-type: none">• Mop each stairwell• Wipe down bannisters and edges• Wash and disinfect bin chambers and hoppers• Dust lighting• Check shed bays- sweep and report any issues• Wipe over glass on all entry/exit doors
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Wipe over light fittings• Sweep and wash roof access area
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Update Noticeboards

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Cleaning Schedule



Great Arthur House

Daily	<ul style="list-style-type: none">• Sweep and remove litter from landings & stairwells• Remove any bulk waste• Mop entrance lobby• Wipe down and mop both lifts• Wipe over glass on main entry door• Mop X3 landings per day
Weekly	<ul style="list-style-type: none">• Wash and disinfect bin chamber and hoppers• Dust lighting and high-level areas where required• Wipe over glass on landing fire doors• Clean basement stairs/bicycle storage area
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Check roof area and remove any rubbish
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Update Noticeboards

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Cleaning Schedule



Hatfield House

Daily	<ul style="list-style-type: none">• Sweep and remove litter from landings & stairwell• Remove bulk waste• Wipe down and mop lifts
Weekly	<ul style="list-style-type: none">• Mop each stairwell• Wipe down bannisters and edges• Wash and disinfect bin chambers and hoppers• Dust lighting• Wipe over glass on all entry/exit doors• Sweep basement shed area and bicycle storage shed
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Wipe over light fittings• Sweep and wash roof access area
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Update noticeboards

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