

Cleaning Schedule



Collinson Court

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check hazards, repairs etc)• Sweep and Mop Lobbies• Sweep and Mop Lifts• Disinfectant high contact surfaces (Lift button, door handles etc)• Sweep and remove litter from landings & stairwell• Litter pick all areas AM/PM
Weekly	<ul style="list-style-type: none">• Sweep & Mop Stairwells• Dust and clean bannisters and windowsills• Dust lighting• Wash & Disinfect bin chamber x3
Monthly	<ul style="list-style-type: none">• Clean Door & Windows• High level dusting and cleaning• Spot clean walls
As Required	<ul style="list-style-type: none">• Clean Lift Runners• Clean spillages• Remove hazards• Unblock bin chutes• Change/Rotate Bins• Delivery of estate post• Remove bulk waste

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

Cleaning Schedule



Great Suffolk Street

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check hazards, repairs etc)• Disinfectant high contact surfaces (door handles etc)• Sweep and remove litter from landings & stairwell• Litter pick all areas• Remove bulk waste
Weekly	<ul style="list-style-type: none">• Sweep & Mop Stairwells• Dust and clean bannisters and windowsills• Dust lighting• Wash & Disinfect bin chamber x3
Monthly	<ul style="list-style-type: none">• Clean Door & Windows• High level dusting and cleaning• Spot clean walls
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Unblock bin chutes• Change/Rotate Bins• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



Markstone & Bazeley House

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check hazards, repairs etc)• Disinfectant high contact surfaces (door handles etc)• Sweep and remove litter from landings & stairwell• Litter pick all areas
Weekly	<ul style="list-style-type: none">• Sweep & Mop Stairwells• Dust and clean bannisters and windowsills• Dust lighting• Wash & Disinfect bin chamber x3
Monthly	<ul style="list-style-type: none">• Clean Door & Windows• High level dusting and cleaning• Spot clean walls
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Unblock bin chutes• Change/Rotate Bins• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



Pakeman House

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check hazards, repairs etc)• Disinfectant high contact surfaces (door handles etc)• Sweep and remove litter from landings & stairwell• Litter pick all areas
Weekly	<ul style="list-style-type: none">• Sweep & Mop Stairwells• Dust and clean bannisters and windowsills• Dust lighting• Wash & Disinfect bin chamber x3
Monthly	<ul style="list-style-type: none">• Clean Door & Windows• High level dusting and cleaning• Spot clean walls
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Unblock bin chutes• Change/Rotate Bins• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



Southwark Estates

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check hazards, repairs etc)• Sweep and Mop Lobbies• Sweep and Mop Lifts (where applicable)• Disinfectant high contact surfaces (Lift button, door handles etc)• Sweep and remove litter from landings & stairwell• Litter pick all areas AM/PM
Weekly	<ul style="list-style-type: none">• Sweep & Mop Stairwells• Dust and clean bannisters and windowsills• Dust lighting• Wash & Disinfect bin chamber x3
Monthly	<ul style="list-style-type: none">• Clean Door & Windows• High level dusting and cleaning• Spot clean walls
As Required	<ul style="list-style-type: none">• Clean Lift Runners• Clean spillages• Remove hazards• Unblock bin chutes (Where applicable)• Change/Rotate Bins• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



Stopher House

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check hazards, repairs etc)• Disinfectant high contact surfaces (door handles etc)• Sweep and remove litter from landings & stairwell• Litter pick all areas
Weekly	<ul style="list-style-type: none">• Sweep & Mop Stairwells• Dust and clean bannisters and windowsills• Dust lighting• Wash & Disinfect bin chamber x3
Monthly	<ul style="list-style-type: none">• Clean Door & Windows• High level dusting and cleaning• Spot clean walls
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Unblock bin chutes• Change/Rotate Bins• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



Sumner Buildings

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check, hazards, repairs etc)• Disinfectant high contact surfaces (door handles etc)• Sweep and remove litter from landings & stairwell• Litter pick all areas
Weekly	<ul style="list-style-type: none">• Sweep & Mop Stairwells• Dust and clean bannisters and windowsills• Dust lighting• Wash & Disinfect bin chamber x3
Monthly	<ul style="list-style-type: none">• Clean Door & Windows• High level dusting and cleaning• Spot clean walls
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Delivery of estate post• Sweep roof area• Remove bulk waste

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