

Cleaning Schedule



Blake 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
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• 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



Donnelly 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• Change/Rotate Bins• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



Lynton Mansions

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check hazards, repairs etc)• 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
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• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



McAuley Close

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• Change/Rotate Bins• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



St James Mansions

Daily	<ul style="list-style-type: none">• Health and Safety check (Complete estate check hazards, repairs etc)• Sweep and Mop Lift• 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
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• Delivery of estate post• Remove bulk waste

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Cleaning Schedule



York 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
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• 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.

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