

Cleaning Schedule



Windsor House

Daily	<ul style="list-style-type: none">• Sweep and remove litter from estate grounds• Sweep and remove litter from landings & stairwell• Remove bulk waste
Weekly	<ul style="list-style-type: none">• Wash down each stairwell X2• Wash and disinfect bin chambers and hoppers• Dust lighting• Use Billy Goat machine on estate grounds• Clean Estate Office
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• Clear drain gullies

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