

Cleaning Schedule



Penfields House – York Way Estate

Daily	<ul style="list-style-type: none">• Block check• Sweep and Mop Lobbies (Including skirting)• Sweep and Mop Lifts• Disinfectant high contact surfaces (Lift button, door handles all floors etc)• Sweep and remove litter from landings & stairwell
Weekly	<ul style="list-style-type: none">• Sweep/Hoover & Mop communal corridors and lift lobbies north and south• Clean doors and framework• Spot clean walls• Dust lighting• Sweep & Mop stairwells north and south of block.• Clean and wipe down stairwell furniture (banisters top and banister bottom)• Clean chutes rooms and disinfect chute hoppers• Clean Lift Runners
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Polish communal corridors (2nd week every month)• Dust and clean lighting internal external main entrances
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Remove bulk waste• Unblock bin chutes• Delivery of estate post

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 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

Lambfold House – York Way Estate



Daily	<ul style="list-style-type: none">• Block check• Sweep and Mop Lobbies (Including skirting)• Sweep and Mop Lifts• Disinfectant high contact surfaces (Lift button, door handles all floors etc)• Sweep and remove litter from landings & stairwell
Weekly	<ul style="list-style-type: none">• Sweep/Hoover & Mop communal corridors and lift lobbies north and south• Clean doors and framework• Spot clean walls• Dust lighting• Sweep & Mop stairwells north and south of block.• Clean and wipe down stairwell furniture (banisters top and banister bottom)• Clean chutes rooms and disinfect chute hoppers• Clean Lift Runners
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Polish communal corridors (2nd week every month)• Dust and clean lighting internal external main entrances
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Remove bulk waste• Unblock bin chutes• Delivery of estate post

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Cleaning Schedule

Lambfold House – York Way Estate



Daily	<ul style="list-style-type: none">• Block check• Sweep and Mop Lobbies (Including skirting)• Sweep and Mop Lifts• Disinfectant high contact surfaces (Lift button, door handles all floors etc)• Sweep and remove litter from landings & stairwell
Weekly	<ul style="list-style-type: none">• Sweep/Hoover & Mop communal corridors and lift lobbies north and south• Clean doors and framework• Spot clean walls• Dust lighting• Sweep & Mop stairwells north and south of block.• Clean and wipe down stairwell furniture (banisters top and banister bottom)• Clean chutes rooms and disinfect chute hoppers• Clean Lift Runners
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Polish communal corridors (2nd week every month)• Dust and clean lighting internal external main entrances
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Remove bulk waste• Unblock bin chutes• Delivery of estate post

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Cleaning Schedule

Shepherds House



Daily	<ul style="list-style-type: none">• Litter Pick entire estate grounds empty external litter bins• Check bin chutes• Disinfectant high contact surfaces (door handles etc all floors)• Sweep and remove litter from landings & stairwell• Check bin chamber and change bins
Weekly	<ul style="list-style-type: none">• Sweep & Mop stairwells• Wipe down doors and framework• Spot clean walls• Dust lighting• Weed and clear beds• Sweep and disinfect bin chambers
Monthly	<ul style="list-style-type: none">• High level dusting and cleaning• Clean and wipe down stairwell furniture (banisters top and banister bottom)• Dust and clean lighting main entrances
As Required	<ul style="list-style-type: none">• Clean spillages• Remove hazards• Unblock bin chutes• Delivery of estate post• Remove bulk waste

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