

(NAME OF HOME)

Home Cleaning Schedule - Daily

C4-034

Week commencing:

Work area	Itemised task to be carried out	M	Tu	W	Th	F	Sa	Su	Staff comments problems / faults	Monitored by senior staff signature date
Bedroom number										
	Empty bins									
	Dust / polish accessible furniture									
	Spot-vacuum									
	Clean hand basins									
	Wipe and buff mirrors									
	Polish taps									
	Deodorise rooms									
Lounge	Empty bins									

- Staff to initial where tasks have been carried out.
- Staff comments to include reason unable to carry out cleaning tasks.
- Report items in problems / faults column e.g. light bulbs required, furniture needs repair etc.

Issue No: 1 Rev: 0 Issue Date: Approved by:

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C4-034

Week commencing:

Work area	Itemised task to be carried out	M	Tu	W	Th	F	Sa	Su	Staff comments problems / faults	Monitored by senior staff signature date
Lounge (contd)	Spot-vacuum									
	Dust wooden surfaces									
	Remove stains or marks									
	Spot-clean glass areas									
	Clean-wipe hard floor area									
	Spot-clean fridge									
Offices / other rooms	Empty bins									
	Spot-vacuum									
Corridors / staircases	Fully vacuum all carpeted corridors									

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Corridors / staircases (contd)	Dust-wipe all hand rails									
	Damp-wipe all ledges, skirting boards, switches, pipes and radiators									
	Spot-clean glass on doors									
En-suite b-rooms / toilet areas	Empty and disinfect bins									
	Clean wash basins, toilets, baths									
	Wipe splash marks from walls and tiles									
	Wipe and buff mirrors									
	Clean and disinfect all hard floor area									

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Home Cleaning Schedule - Monthly

C4-034

Week commencing:

Work area	Itemised task to be carried out	M	Tu	W	Th	F	Sa	Su	Staff comments problems / faults	Monitored by senior staff signature date
Bedroom number										
	Remove any cobwebs Polish all wooden surfaces									
	Fully vacuum (moving furniture where possible)									
	Damp-wipe skirting boards, window sills, radiators and light switches									
Lounge	Fully-vacuum									
	Polish wooden surfaces									
	Clean glass on doors									
	Clean fridge									

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C4-034

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Offices / other rooms	Dust all wooden areas									
	Clean any hard flooring									
En-suite b-rooms / toilet areas	Wall surfaces up to two metres									
	Remove cobwebs									
	Dust-wipe skirting boards and window sills									
Lounge	Vacuum upholstery on chairs									
	Clean and disinfect vinyl and wooden chairs									
	Dust and dry-wipe skirting boards and window sills									
	Clean all cupboards									

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Offices / other rooms	Fully vacuum									
Corridors / staircases	Dust-wipe skirting boards and window sills									
	Vacuum all staircases									
	Dust-wipe all hand rails on staircases									
	Wipe staircase window sills									
	Wet-wipe carpet stair rails									

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