

OFFICIAL
CATERING AND FACILITIES MANAGEMENT
DAILY WORK ALLOCATION SCHEDULE



DURING COVID-19 PERIOD ONLY

PLEASE ENSURE ALL HAND CONTACT SURFACES ARE CLEANED USING QUEST PLUS

ROOM TO BE CLEANED (ONLY IF USED)	ITEMS WITHIN ROOMS TO BE CLEANED	DAILY TASKS WITHIN EACH ROOM USED
ASSEMBLY HALLS CORRIDORS ENTRANCES CLOAKROOMS DINING ROOMS GYMNASIUMS LIFTS STAIRS CHANGING ROOMS CLASSROOMS GP ROOMS LIBRARIES IT SUITES MEDICAL ROOMS OFFICES RECEPTION AREAS STAFF ROOMS TOILETS AND SHOWERS I.T AND TELEPHONY EQUIPMENT NOT INCLUDED CLEAR DESK POLICY APPLIES	<p>All toilets used within designated areas.</p> <p>All door handles and handrails used within designated areas.</p> <p>All hand plates used within designated areas.</p> <p>All light switches</p> <p>All table tops</p> <p>All work stations/ work surfaces tops /desks/window ledges</p> <p>Lifts</p> <p>Floors</p> <p>Shoe boxes/benches(if used)</p> <p>Coat rail pegs (if used)</p>	<p>1. Full toilet clean - basins, urinals, sinks, showers, work surfaces, splashbacks, mirrors, floors, empty bins & replenish soap/toilet paper/paper towels</p> <p>2.Clean sinks and taps (this applies to any rooms used)</p> <p>3.Clean hand plates on doors</p> <p>4.Clean light/control switches</p> <p>5.Clean lift buttons</p> <p>6.Clean table tops/work surfaces/stations, desks</p> <p>7.Clean stairwell hand rails (if stairs are used)</p> <p>8. Brush debris from floor.</p> <p>9. Hoover carpeted area</p> <p>10.Wash Floor</p> <p>11. Empty bins - in all areas and dispose of waste in outside bin area</p>

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29 May 2020