

Cleaning Schedule

- Kitchen Areas
- Hallway & Stairs
- Communal Lounge
- Dining Room
- Communal Washrooms & Toilets
- Staff Office
- Residents Rooms
- Residents En-Suite
- Laundry Room



Unit 7, The Forum, Temple Farm Ind Est, Southend-on-Sea, Essex SS2 5TE
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Week commencing:

Cleaning Tasks	Staff member responsible	Newline Essex Product(s) Used	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Frequency		
										Daily	Weekly	Periodically
Clean & degrease kitchen walls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean & degrease kitchen floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean window sills										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean windows										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean kitchen sink(s)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean kitchen shelves										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise food preparation surfaces (including tables & chopping boards)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise food temperature monitoring probe										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean food preparation equipment (including food mixer, food processor, blender, can opener, etc.)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean store cupboard shelves										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean hand wash basin										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES	The staff member who cleans and area must add his/ her initials in the appropriate box. The Domestic Supervisor must confirm that cleaning has been completed satisfactory, review cleaning schedule and sign in the box opposite.	Cleaning confirmed by Supervisor's signature:	Date:
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Cleaning Tasks	Staff member responsible	Newline Essex Product(s) Used	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Frequency		
										Daily	Weekly	Periodically
Clean fridge/freezer (including inside and outside surfaces & handles)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean oven(s)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean microwave(s)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean & degrease fryer										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean grill										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise service counter										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean cutlery trolley/tray										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty refuse bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean refuse bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean pan racks										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill empty soap, paper towels and centrefeed										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty hand sanitisers										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Week commencing:

Cleaning Tasks	Staff member responsible	Newline Essex Product(s) Used	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Frequency		
										Daily	Weekly	Periodically
Vacuum hallway floors & stairs										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop hard floors & stairs										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean walls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damp dust furniture & hard surfaces										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise touch points (including handles, hand rails & light switches)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty hand sanitisers										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean windows & damp dust window sills										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odourise hallway & stairs										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty domestic rubbish bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Week commencing:

Cleaning Tasks	Staff member responsible	Newline Essex Product(s) Used	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Frequency		
										Daily	Weekly	Periodically
Vacuum floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop hard floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean walls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damp dust furniture & hard surfaces										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise touch points (including handles, hand rails & light switches)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty hand sanitisers										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean tables and chairs										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean windows & damp dust window sills										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odourise lounge										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty domestic rubbish bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Week commencing:

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										Daily	Weekly	Periodically
Vacuum hallway floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop hard floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean walls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damp dust furniture & hard services										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise touch points (including handles, hand rails and light switches)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty hand sanitisers										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean & sanitise tables and chairs										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean windows & damp dust windows sills										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odourise dining room										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty domestic rubbish bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		<input type="text"/>	<input type="text"/>

Cleaning Tasks	Staff member responsible	Newline Essex Product(s) Used	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Frequency		
										Daily	Weekly	Periodically
Mop washroom floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean washroom walls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise touch points (including handles, hand rails & light switches)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty hand sanitisers										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty soaps & paper towels										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean windows & damp dust window sills										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean washroom hand & basin counter tops										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and descale toilet										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check and replace toilet rolls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean bath hoists & slings (if soiled send to laundry)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odourise washroom										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty domestic waste bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Cleaning Tasks	Staff member responsible	Newline Essex Product(s) Used	Mon	Tue	Wed	Thu rs	Fri	Sat	Sun	Frequency		
										Daily	Weekly	Periodically
Vacuum carpeted floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop hard floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damp dust furniture & hard services										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean walls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise touch points (including handles, handrails & light switches)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty hand sanitisers										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean windows & damp dust windowsills										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odourise office										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty domestic waste bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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										Daily	Weekly	Periodically
Vacuum carpeted floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop hard floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean walls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise touch points (including handles, handrails & light switches)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damp dust furniture & hard services										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean tables & chairs										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strip bed down & clean if soiled										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for pillow damage (if soiled send to laundry)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear/replace bedpans, urine bottles & commodes										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neutralise urine odours										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odourise room										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove dead flowers										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty domestic waste bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Cleaning Tasks	Staff member responsible	Newline Essex Product(s)	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Frequency		
										Daily	Weekly	Periodically
Mop washroom floors										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean washroom walls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise touch points (including handles, handrails & light switches)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty hand soaps										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean Windows & damp dust window sills										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean washroom hand basin & counter tops										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean & descale toilet										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & replace toilet rolls										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean bath hoists & slings (if soiled send to laundry)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean bath/shower cubicle & bath mats										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean shower head & taps										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Descal shower head & taps										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty washroom bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Cleaning Tasks	Staff member responsible	Newline Essex Product(s)	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Frequency		
										Daily	Weekly	Periodically
Clean dryer filters AFTER EVERY USE										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop floor										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean wall										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitise touch points (including handles, handrails & light switches)										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill hand soap, paper towels/centrefeed										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check & refill/replace empty hand sanitisers										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean windows & damp dust window sills										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean hand basin										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty domestic rubbish bins										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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