

**DAILY/WEEKLY CLEANING CHART – Public Area**

W/Ending date: \_\_\_\_\_

ITEM	FREQUENCY (tick = done)		COMPLETED BY: (Signature)	CLEANING METHOD
<b>Polished surfaces</b>	Mon			Clear surface of crockery, glassware, litter. Empty ashtrays, wipe with damp cloth. Apply a fine mist of polish onto a duster. Buff vigorously to a high shine.
	Tue			
	Wed			
	Thu			
	Fri			
	Sat			
	Sun			
<b>Glass, mirrors, stainless steel</b>	Mon			Apply a fine mist of glass cleaner directly onto surface. Wipe immediately with a clean dry cloth to remove all marks or smudges. Buff vigorously with a dry cloth, turning cloth occasionally.
	Tue			
	Wed			
	Thu			
	Fri			
	Sat			
	Sun			
<b>Fixture &amp; fittings</b> (pipes, pictures, skirting, door frames and other horizontal and vertical surfaces)	Weekly			Wipe surface with a damp cloth, sponge or paper towel to remove dust, debris and soiling. Where necessary use a cloth soaked in a solution of disinfectant and well wrung out, or polish if a wax shine is required.
<b>Hard floors</b>	Mon			Pick up litter and dust, mop or sweep floors. Put on protective gloves. Dilute concentrated disinfectant in hot water (1:40). Mop floor with this solution using a figure of eight motion. Recharge mop in solution as necessary. Change solution when dirty.
	Tue			
	Wed			
	Thu			
	Fri			
	Sat			
	Sun			
<b>Carpets</b>	Mon			Start at the far end of the area and work backwards ensuring overlapping, where possible vacuum against the direction of pile; always keep the cable trailing behind. Vacuum door matting and mat wells to remove loose dirt and grit. Use attachments for inaccessible areas.
	Tue			
	Wed			
	Thu			
	Fri			
	Sat			
	Sun			

