

Daily cleaning routine for main shift cleaners

Mon – Fri 17.00 - 20.00 hrs

Responsibilities:

You are responsible to clean your area of responsibility in a methodical and thorough manner. You are to start cleaning in a clock wise direction and ensure you have cleaned all classrooms, offices, toilets, main study space, stairs and glass by the end of your shift. The Cleaning Supervisor, during the course of the cleaning shift, will inspect or carry out spot checks of your areas. The method and requirements of work to be carried out **on a daily basis** during your shift are as follows:

1. Classrooms

- a. Ensure that both the general waste and paper re-cycling bins are emptied. Rubbish is to be emptied into the external bins. Rubbish is not to be left in the cleaning stores.
- b. Tables to be wiped clean using the appropriate cleaning detergent.
- c. Carpeted floor surfaces to be vacuumed and hard floor surfaces mopped clean especially round corners and behind cupboards.
- d. Whiteboard to be cleaned using a cloth dampened with water.
- e. Cover all dusting surfaces including window ledges within the end classrooms.
- f. Doors – inside and outside - to be wiped clean.
- g. Glass walls and windows, inside and outside, to be cleaned by using the correct window cleaning equipment, ensuring streak marks are removed.
- h. If you see any chairs that have been damaged, are heavily stained or have been written on, you should report it to the Cleaning Supervisor as soon as possible.
- i. If a classroom has been left in an untidy state, do not move any stationery or equipment but report it to the Cleaning Supervisor. All classrooms should be left in a tidy state.

2. Offices

- a. Ensure that both the general waste and paper re-cycling bins are emptied. Rubbish is to be emptied into the external bins.
- b. Tables & furniture including computer desks are to be wiped clean using the appropriate cleaning detergent.
- c. Floor surface area to be vacuumed especially round corners and behind cupboards.
- d. Cover all dusting surfaces including window ledges.
- e. Door – inside and outside - to be wiped clean.
- f. Glass walls and windows, inside and outside, to be cleaned by using the correct window cleaning equipment, ensuring streak marks are removed.

3. Toilets

- a. Ensure the area behind the toilet and wall is thoroughly cleaned using the correct cleaning detergent, especially due to the build up of urine back splash stains on the walls.
- b. The toilet pan, seat and lid to be thoroughly cleaned.
- c. The floor surface to be swept and mopped clean. Use the scrubber dryer once every month to remove stubborn stains.
- d. Sink and pipe work to be thoroughly cleaned.
- e. Mirror to be cleaned.
- f. Doors to be wiped clean on both sides and report any graffiti on the back of the doors.
- g. Stainless steel toilet dispenser and hand dryers to be cleaned using the correct cleaning detergents.

4. Stairs

- a. Staircase to be vacuumed and wiped clean.
- b. All bearing surfaces to be dusted such as the grey panels.

5. Main study space

- a. Surface area to be vacuumed /mopped clean.
- b. Clean/vacuum underneath tables and chairs.
- c. Wipe clean table tops and computer desk screens.
- d. Wipe clean all soft furniture and IT student chairs (including base of chairs).
- e. Dust around fire exit doors and windows.
- f. Clean water fountains and empty paper cup bins. Ensure drip trays are emptied and cleaned.

6. Upper floor landing and safety glass balustrade

- a. Floor surface to be vacuumed and safety glass balustrade wiped clean. Remove build up of dust and mop window ledges above the fire exit doors.

Other collective responsibilities for Site Cleaners are to ensure any damages & graffiti identified to any areas including faulty equipment i.e. lights not working etc. are to be reported to the Cleaning Supervisor.