

			Duty Manager	Cleaner
8.00	DM Clean			
8.15	Check toilet roll and Soap is ready			
8.30	Hand san in their stations			
8.45	Set up of equipment and wipe down			
9.00	Mop Sports hall			
9.15				
9.30				
9.45				
10.00	High Touch points			
10.15				
10.30				
10.45	All toilet check			
11.00				
11.15				
11.30	Litter pick outside			
11.45	Hoover out Air con units weekly			
12.00				
12.15				
12.30	High Touch points			
12.45				
13.00				
13.15	All toilet check			
13.30				
13.45				
14.00	Bin check			
14.15				
14.30	Mop Large Areas			
14.45	Sports hall			
15.00	Dojo			
15.15	Main Reception area			
15.30				
15.45	BREAK			
16.00				
16.15	All toilet check			
16.30				
16.45				
17.00	check hand san stations			
17.15	High Touch points			
17.30				
17.45				
18.00	Clean cupboards			
18.15				
18.30	clean offices			
18.45				

		Reception	Chemical
		Hoover Floor	N/A
		Mop Floor	Multi
		Wipe Down Tables & Chairs	Task
		Wipe Down Trophy Cabinet	Glass Cleaner
		Dust Vending Machines	N/A
		Clean Vending Machine Glass	Glass Cleaner
		Hoover Front Stairs	N/A
		Hoover Front and Side Entrance Mats	N/A
		Empty Bins	N/A
		Wipe Down Walls	Multi
		Wipe Down Glass On Front Stairs	Glass Cleaner
		Clean Front Door Glass & Windows	Glass Cleaner
		Male Changing Rooms	
		Hoover Floors	N/A
		Mop Floor	Multi
		Wipe Down Benches	Task
		Empty Bins	N/A
		Dust Tops of Lockers	N/A
		Wipe Down Inside Lockers	Task
		Wipe Down Walls	Multi
		Wipe Down Shower Doors	Task
		Wipe Down Shower Heads and Pipe Work	Task
		Female Changing Rooms	
		Hoover Floors	N/A
		Mop Floor	Multi
		Wipe Down Benches	Task
		Empty Bins	N/A
		Dust Tops of Lockers	N/A
		Wipe Down Inside Lockers	Task
		Wipe Down Walls	Multi
		Wipe Down Shower Doors	Task
		Wipe Down Shower Heads and Pipe Work	Task
		Toilets/Disabled Toilets	
		Clean Toilets	Spray N Wipe + Scale Attack
		Clean Sink	Spray N Wipe
		Re-Stock Toilet Rolls	N/A
		Wipe Down Walls	Multi
		Hoover Floor	N/A
		Mop Floor	Multi
		Sports Hall	
		V-Mop Floor	N/A
		Tidy Storage Cupboard	N/A
		DOJO	

	Hoover Hard Wooden Floor	N/A
	Mop Hard Wooden Floor	Multi
	DO NOT TOUCH THE MATS	
	Empty Bins	N/A
	Wipe Down Bleacher Seating	Task
	Hallways and Corridors	
	Empty Bins	N/A
	Hoover Floor	N/A
	Mop Floor	Multi
	Wipe Down Walls	Multi
	Wipe Down Tables & Chairs	Task
	Hoover Back Stairs	N/A
	Hoover Back Entrance Mats	N/A
	Wipe Down Glass On Back Stairs	Glass Cleaner
	Bar Area	
	Hoover Floor	N/A
	Mop Floor	Multi
	Wipe Down Tables & Chairs	Task
	DM Office	
	Empty Bins	N/A
	Hoover Floor	N/A
	Wipe Down Desks & Phones	Task
	First Aid Room/Judo Office	
	Empty Bins	N/A
	Hoover Floor	N/A
	Mop Floor	Multi
	Wipe Down Desks & Phones	Task
	Wipe Down First Aid Bed	Task
	Astro Pitch	
	Empty Bins	N/A
	Litter Pick	N/A
	Car Park/Pathways	
	Litter Pick	N/A

Equipment	PPE		
Hoover	NA	Key	
Big Mop + Blue Bucket	NA		
Blue Cloth	Gloves	High Touch Points	Tablets
Green Cloth	Gloves	Tables	door handles
Duster	Gloves	vending machines	desks
Green Cloth	Gloves	Any equipment being used	Door frames
Hoover	NA		
Hoover	NA		
Bin Bags	Gloves		
Blue Cloth	Gloves		
Green Cloth	Gloves		
Green Cloth	Gloves		
Hoover	NA		
Big Mop + Blue Bucket	NA		
Blue Cloth	Gloves		
Bin Bags	Gloves	All toilet deep	wipe door
Duster	Gloves	check soap	handle
Blue Cloth	Gloves	check toilet rolls	toilet button
Blue Cloth	Gloves	wipe taps	wipe bowel
Blue Cloth	Gloves		wipe seat
Blue Cloth	Gloves		
Hoover	N/A		
Big Mop + Blue Bucket	Gloves		
Blue Cloth	Gloves		
Bin Bags	Gloves		
Duster	Gloves		
Blue Cloth	Gloves		
Blue Cloth	Gloves		
Blue Cloth	Gloves		
Blue Cloth	Gloves		
Red Cloth + Brush	Gloves		
Red Cloth	Gloves		
Toilet Roll	Gloves		
Red Cloth	Gloves		
Hoover	NA		
Toilet Only Mop	NA		
V-Mop + Hoover	NA		
N/A	NA		

Hoover	NA			
Big Mop + Blue Bucket	Gloves			
Bin Bags	Gloves			
Blue Cloth	Gloves			
Bin Bags	Gloves			
Hoover	Gloves			
Big Mop + Blue Bucket	NA			
Blue Cloth	Gloves			
Blue Cloth	Gloves			
Hoover	NA			
Hoover	NA			
Green Cloth	Gloves			
Hoover	NA			
Big Mop + Blue Bucket	NA			
Blue Cloth	Gloves			
Bin Bags	Gloves			
Hoover	NA			
Blue Cloth	Gloves			
Bin Bags	Gloves			
Hoover	NA			
General Area Mop	NA			
Blue Cloth	Gloves			
Blue Cloth	Gloves			
Bin Bags	Gloves			
Litter Picker	Gloves			
Litter Picker	Gloves			