

Wrayburn House Weekly Cleaning Schedule: Usual time - 7am to 11am Daily



Month (week) dates from & to:

Mon (Sign & Time in/ out)	Tick	Tue (Sign & Time in/ out)	Tick	Wed (Sign & Time in/ out)	Tick	Thu (Sign & Time in/ out)	Tick	FRI (Sign & Time in/ out)	Tick
In Out.....		In Out.....		In Out.....		In Out.....		In Out.....	
Daily litter pick external complete		Daily litter pick external complete		Daily litter pick external complete		Daily litter pick external complete		Daily litter pick external complete	
Daily sweep, wash lift and ground floor lobbies. Sweep and wash bins rooms		Daily sweep, wash lift and ground floor lobbies.		Daily sweep, wash lift and ground floor lobbies. Sweep bins rooms (wash if necessary)		Daily sweep, wash lift and ground floor lobbies.		Daily sweep, wash lift and ground floor lobbies. Sweep and wash bin rooms	
Daily spot check (sweep if required) all staircases and communal landings		Daily spot check (sweep if required) all staircases and communal landings		Daily spot check (sweep if required) all staircases and communal landings		Daily spot check (sweep if required) all staircases and communal landings		Daily spot check (sweep if required) all staircases and communal landings	
Sweeping/ blowing of all external areas		Sweeping/ blowing of all external areas. Clean, sweep and mop balconies (wk 1 - North block, wk 2 - Middle block, wk 3 - South block, wk 4 - Middle block)		Weekly clean all communal floors/stairwells, sweep and spot clean balconies (South Block)		Weekly clean all communal floors/stairwells, sweep and spot clean balconies (North Block)		Sweeping/ blowing of all external areas	
Clean/ dispose dog waste bins		Twice weekly (all 3 blocks) - remove any dust/dirt/ cobwebs from communal areas. Dust all fixtures/fittings/ windows/ glass, ledges, skirting and chute hoppers		Clean TMO office fortnightly.		Clean/ dispose dog waste bins		Twice weekly (all 3 blocks) - remove any dust/dirt/ cobwebs from communal areas. Dust all fixtures/fittings/ windows/ glass, ledges, skirting and chute hoppers	
Other tasks (blocked chute, dumped rubbish, change light bulbs, etc.)		Other tasks (blocked chute, dumped rubbish, change light bulbs, etc.)		Other tasks (blocked chute, dumped rubbish, change light bulbs, etc.)		Other tasks (blocked chute, dumped rubbish, change light bulbs, etc.)		Other tasks (blocked chute, dumped rubbish, change light bulbs, etc.)	

Report any bulk/Graffiti, H&S and lighting Issues to the site TMO Manager and line manager.

Mobile Team:

Jetting of the bin chambers/rooms and washing of paladin bins will be done May/Aug/Nov/Feb by Mobile Team
 Jetting/ washing of communal windows and TMO Office widows will be done in May/Aug/Nov/Feb

Gardening Team:

Lawns Grassed to be cut fortnightly (March to November)
 Planted areas To be kept weed free and cultivated.
 Hedges and shrubs To be pruned and cut as appropriate (normally 3 times a year)
 Weeds spray on hard surface Spring and summer (2/3 times a year)

Testing lights - Estate cleaner/ caretaker to test all lights once a month