

Appendix 1b

Cleaning Schedule for St Mary's Secondary School Hall area

4.15pm – 6.45pm

	Daily		Twice weekly	Once weekly	As required
Cleaning	Toilets Male & Female Shower basins Sinks	Wash Rinse Disinfect Wash Rinse Disinfect Wash Rinse	Changing Room 1 (incl toilet & showers) Scrub and rinse floor in all areas Wash, rinse & disinfect tiled areas of showers Wash and rinse seating Changing Room 2 (incl toilet & showers) Scrub and rinse floor in all areas Wash, rinse & disinfect tiled areas of showers Wash and rinse seating	Disabled toilet & toilet blocks Scrub and rinse floors Wash and disinfect all support handrails/ equipment etc	Polish floors Canteen Foyer Hall General Maintenance Fixtures Equipment
Sweeping	Floors	Foyer & corridors Stair well Stairs Landing Changing rooms Toilets Sports Hall			
Dusting				Window ledges Tops of doors All visible surfaces	
Hoover				Office	