

## CLEANING SCHEDULES

Hospital:

<b>Low Risk (Offices)</b>	<b>Standard</b>	<b>Cleaning frequencies</b>
<b>Walls</b>	All wall surfaces including skirting should be visibly clean with no blood and body substances, dust, dirt, debris, adhesive tape or spillages	High Dust Monthly
<b>Ceilings</b>	All ceiling surfaces should be visibly clean with no blood and body substances, dust, dirt, debris, adhesive tape or spillages	1 check dust monthly
<b>All Doors</b>	All parts of the door structure should be visibly clean so that all door surfaces, vents, frames and jambs have no blood or body substances, dust, dirt, debris, adhesive tape or spillages	Monthly
<b>All Internal Glazing, including partitions</b>	All internal glazed surfaces should be visibly clean and smear free with no blood or body substances, dust, dirt, debris, adhesive tape or spillages. They should have a uniform shine appearance	Monthly
<b>All external glazing</b>	All external glazed surfaces should be clean	Annual Clean (Contract)
<b>Switches, sockets, data points</b>	All wall fixtures should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	Monthly
<b>Radiators</b>	All parts of radiators (including between panels) should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	External Clean Monthly
<b>Ventilation grilles, extract and inlets</b>	The external part of the ventilation grille should be visibly clean with no blood or body substances, dust, dirt, debris or cobwebs.	1 full clean monthly
<b>Floor – Hard / Vinyl</b>	The complete floor including all edges, corners and main floor spaces should have a uniform finish or shine and be visibly clean with no blood or body substances, dust, dirt, debris or spillages.	Dust removal - 1 full clean weekly + 1 check clean weekly Wet mop – 1 full clean weekly + 1 check clean weekly
<b>Soft Floor</b>	The complete floor including all edges, corners and main floor spaces should be visibly clean with no blood or body substances, dust, dirt, debris or spillages. Floors should have a uniform appearance and an even colour with no stains or water marks	1 full clean weekly + 1 check clean weekly

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<b>Low Surfaces</b>	All surfaces should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	1 full clean weekly
<b>High Surfaces</b>	All surfaces should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	1 full clean weekly
<b>Chairs</b>	All parts of the furniture should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	Monthly (vacuum)
<b>Tables/Desk</b>	All parts of the table (including wheels, castors and underneath) should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape, stains or spillages	1 full clean weekly
<b>Curtains and blinds</b>	Curtains and blinds should be visibly clean with no blood or body substances, dust, dirt, debris, stains or spillages	As requested
<b>Pest control devices</b>	The pest control device should be free from dead insects, animals or birds and be visibly clean.	Contracted
<b>Cleaning equipment</b>	Cleaning equipment should be visibly clean with no blood or body substances, dust, dirt, debris or moisture	Full clean after each use