

7.0 Your Cleaning Specification Bethany Medical Centre

Working Schedule for
specification:

Mon	<input checked="" type="checkbox"/>	Tue	<input checked="" type="checkbox"/>	Wed	<input checked="" type="checkbox"/>	Thu	<input checked="" type="checkbox"/>	Fri	<input checked="" type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>	Shift Time:	tbc
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Areas

All Consulting Rooms

All Offices

All Waiting Rooms

All Surgical Rooms

All Toilets

Kitchen

Entrance/Reception/consulting Areas	Daily	Weekly	Monthly	Task Definition
Sweep/damp mop entrances using a solution of neutral detergent	✓			Sweep hard floor area to remove all dirt and debris / Using correct colour coded mopping unit, damp mop hard floor area to remove soilage
Remove finger marks from entrance doors, inset glass doors and partitions	✓			Using correct colour coded microfibre cloth remove finger marks and soilage from glass and metal ware, leaving surfaces streak and smear free
All furniture, fixtures and fittings to be dusted/wiped within normal reach, where free from encumbrance	✓			Using feather flick, remove dust and debris
All glass topped furniture to be cleaned with a glass cloth	✓			Using correct colour coded microfibre cloth remove marks and soilage from glassware, leaving surfaces streak and smear free
Damp wipe doors to remove finger/kick marks	✓			Using correct colour coded microfibre cloth remove marks and soilage from surfaces, leaving them streak and smear free
Feather dust telephone instruments, PC monitors and hard drive cases	✓			Using feather flick, remove dust and debris
Spot clean walls	✓			Remove marks and spillages from wall surfaces
Empty waste bins, replenish bin liners and transfer waste to disposal point	✓			Remove bin liner, place into waste sack and replace liner
Damp wipe window ledges, skirtings and radiators		✓		Using correct colour coded cloth/microfibre cloth, damp wipe to remove dust and soilage
Damp wipe/sanitise telephone instruments		✓		Using correct colour coded microfibre cloth remove marks and soilage from instruments and sanitise with an appropriate solution
Vinyl and metal topped furniture to be washed with a cleaning solution and dry buffed		✓		Remove any marks and spillages with appropriate solution, leaving furniture clean and dry
Feather dust all wall light shades, pictures, displays etc.		✓		Using feather flick, remove dust and debris
Clean desk and chair legs			✓	Using correct colour coded microfibre cloth remove marks and soilage leaving surfaces streak and smear free
All high ledges not exceeding 5'6" hand height to be dusted			✓	Using feather flick, remove dust and debris
Wash clean interiors and exteriors of waste bins on a rotational basis			✓	Immerse cloth in hot, clean water containing an approved cleaning solution or disinfectant and wring out excess. Wipe all surfaces to remove marks and soiling, leaving in a clean condition with no streaks or film
Clean glass to bookcases, pictures and display units			✓	Using correct colour coded microfibre cloth remove marks and soilage from glass ware, leaving surfaces streak and smear free
Vacuum clean upholstered seating			✓	Vacuum clean using appropriate attachment, to remove all particles and debris from all surfaces and crevices.

Hard Floors				
Hard floor surfaces to be swept and mopped to remove any spillages	✓			Sweep hard floor area to remove all dirt and debris / Using correct colour coded mopping unit, damp mop hard floor area to remove soilage
Machine buff hard surfaces on a rotational basis	✓			(Following mopping with suitable product such as revival) Using a rotary machine with correct colour coded pad, machine burnish floor to produce a high shine
Carpeted Floors				
Spot vacuum carpeted areas	✓			Remove dust or debris using electrically power vacuum device
Lift vacuum clean any loose dust absorbent mats	✓			Remove dust or debris using electrically power vacuum device
Fully vacuum carpeted areas including edges to remove any dust		✓		Vacuum clean carpeted area to remove all types of surface debris

Corridors	Daily	Weekly	Monthly	Task Definition
Dust/damp wipe skirting's, radiators, ledges, sills, fixtures and fittings to hand height (5'6")	✓			Using correct colour coded cloth/microfibre cloth, damp wipe to remove dust and soilage
Feather dust all wall light shades, pictures, displays etc.	✓			Using feather flick, remove dust and debris
Feather flick high level areas where accessible	✓			Using feather flick, remove dust and debris
Hard Floors				
Hard floor surfaces to be swept and mopped to remove any spillages	✓			Sweep hard floor area to remove all dirt and debris / Using correct colour coded mopping unit, damp mop hard floor area to remove soilage
Machine buff hard surfaces on a rotational basis	✓			(Following mopping with suitable product such as revival) Using a rotary machine with correct colour coded pad, machine burnish floor to produce a high shine
Carpeted Floors				
Spot vacuum carpeted areas	✓			Remove dust or debris using electrically power vacuum device
Lift vacuum clean any loose dust absorbent mats	✓			Remove dust or debris using electrically power vacuum device
Fully vacuum carpeted areas including edges to remove any dust		✓		Vacuum clean carpeted area to remove all types of surface debris

All Staircases	Daily	Weekly	Monthly	Task Definition
Dust balustrades and handrails	✓			Using feather flick, remove dust and debris
Wipe clean all stair nosings	✓			Using correct colour coded microfibre cloth remove marks and soilage leaving surfaces streak and smear free
Clean all staircases by mop cleaning or vacuuming	✓			Remove dust or debris using electrically power vacuum device/ Sweep hard floor area to remove all dirt and debris / Using correct colour coded mopping unit, damp mop hard floor area to remove soilage

Kitchen Areas	Daily	Weekly	Monthly	Task Definition
Empty waste bins, replace liners and transfer waste to disposal point	✓			Remove bin liner, place into waste sack and replace liner.
Damp wipe tables	✓			Using correct colour coded cloth/microfibre cloth, damp wipe to remove all stains, soilage and debris
Wash, dry and disinfect sinks drainers and worktops	✓			Using correct colour coded cloth/microfibre cloth clean sink and surrounding areas to remove all stains, soilage and debris using an appropriate solution
Maintain external surfaces of kitchen appliances to a clean condition	✓			Using correct colour coded cloth/microfibre cloth, damp wipe to remove all stains, soilage and debris
Clean interior/exterior of microwaves	✓			Using a low odour antibacterial detergent, clean appliance inside and outside leaving hygienically clean
Wash clean interiors and exteriors of waste bins		✓		Damp wipe/wash bin to remove soilage
Damp wipe light switches, door furniture, scorings, ledges and sills		✓		Using correct colour coded cloth/microfibre cloth, damp wipe to remove all stains, soilage and debris
Clean interior/exterior of refrigerators (The removal of perishables is the clients responsibility)		✓		Using correct colour coded microfibre cloth and a low odour antibacterial detergent, clean appliance inside and outside leaving hygienically clean
Hard Floors				
Hard floor surfaces to be swept and mopped to remove any spillages	✓			Sweep hard floor area to remove all dirt and debris / Using correct colour coded mopping unit, damp mop hard floor area to remove soilage
Machine buff hard surfaces on a rotational basis	✓			(Following mopping with suitable product such as revival) Using a rotary machine with correct colour coded pad, machine burnish floor to produce a high shine
Carpeted Floors				
Spot vacuum carpeted areas	✓			Remove dust or debris using electrically power vacuum device
Lift vacuum clean any loose dust absorbent mats	✓			Remove dust or debris using electrically power vacuum device
Fully vacuum carpeted areas including edges to remove any dust		✓		Vacuum clean carpeted area to remove all types of surface debris

Toilet Areas	Daily	Weekly	Monthly	Task Definition
Damp mop / wash toilet floors using disinfectant solution, paying special attention to corners and behind WC pedestals.	✓			Sweep hard floor area to remove all dirt and debris / Using correct colour coded mopping unit, damp mop hard floor area to remove soilage
Clean and disinfect both sides of toilet seat and cover, all sanitary-ware, basins and handles	✓			Using correct colour coded cloth/microfibre cloth clean sink and surrounding areas to remove all stains, soilage and debris using an appropriate solution
Clean and polish taps and shower fittings, keeping them free from build-up of soap and dirt deposits.	✓			Using correct colour coded cloth/microfibre cloth, apply polish to remove all surface soiling, leaving no streaks or film
Clean and polish mirrors.	✓			Using correct colour coded cloth/microfibre cloth, apply polish to remove all surface soiling, leaving no streaks or film
Dust low ledges and shelves, including tops of lockers, cabinets, window sills and radiators.	✓			Using feather flick, remove dust and debris
Wipe with damp cloth all painted window sills and ledges to hand height	✓			Using correct colour coded cloth/microfibre cloth, damp wipe to remove dust and soilage
Remove finger marks from light switches and finger plates on doors	✓			Using correct colour coded microfibre cloth remove finger marks and soilage, leaving surfaces streak and smear free
Clean tops of formica surfaces	✓			Using correct colour coded cloth/microfibre cloth damp wipe to remove stains
Replenish consumables supplied by client/SMC	✓			Replenish all washroom consumables as required
Clean all metal work (i.e. kick plates, door furnishings, etc.)		✓		Using correct colour coded microfibre cloth remove finger marks and soilage from glass and metal ware, leaving surfaces streak and smear free
Dust tops of lockers, cabinets, high ledges and exposed pipes to a maximum of 5'6"			✓	Using feather flick, remove dust and debris
Wash toilet doors and splash backs			✓	Wipe surface to remove all marks and soiling with an appropriate solution
Wash toilet partitions			✓	Wipe surface to remove all marks and soiling with an appropriate solution
Hard Floors				
Hard floor surfaces to be swept and mopped to remove any spillages	✓			Sweep hard floor area to remove all dirt and debris / Using correct colour coded mopping unit, damp mop hard floor area to remove soilage
Machine buff hard surfaces on a rotational basis	✓			(Following mopping with suitable product such as revival) Using a rotary machine with correct colour coded pad, machine burnish floor to produce a high shine

Detailed Work Rota

Detail and periodic works in the ***weekly and monthly*** specifications above will be completed to the following schedule:

Offices & General Areas	M	T	W	T	F
High level i.e. picture frames, curtain rails, clocks, notice boards etc	✓				
Filing cabinets, window ledges, skirting boards, pipe work, radiators		✓			
Full clean desk, fully vacuum upholstered chairs, sanitize telephones, wipe computer tops, desks and chair legs			✓		
Wipe clean window ledges and shelving				✓	
Glass panels, wipe clean doors and hinges, handles, all sockets and plugs					✓
Toilet and Washroom Areas					
Wash fronts and backs of doors	✓				
Wash doors and partition tops		✓			✓
Wash partition walls			✓		
Wash tiled walls				✓	
Staffrooms and Kitchens					
Fridge's					✓
Microwaves	✓	✓	✓	✓	✓