

# Cleaning schedule

Victoria Centre



## What you can expect from your caretaking service Monday to Friday

### Daily

- Lifts swept and mopped
- Check all chute rooms, unblock chutes
- Check all floors and stairways, remove litter and spot mop spillages and wipe any stains
- Remove or make safe bulk rubbish
- Empty all waste bins
- Rotate bins
- Check for and report any repair issues
- Remove offensive graffiti within 24 hours, all other graffiti within five working days

### Weekly

- Sweep and wash stairs, railings and banisters
- Dust notice boards and pictures in foyer areas
- Remove scuff marks from walls in stairwells
- Lifts - clean walls, doors and switches, wash mirrors
- Chute rooms swept and mopped and cleaned
- Window ledges and sills wiped
- Light fittings wiped
- Wipe internal glazing and ledges

### Others

- Floors polished monthly
- All internal windows cleaned every eight weeks
- All light fittings washed every eight weeks
- Lift doors, door panels and frames washed every eight weeks
- Corridor walls washed down every six months
- All floors stripped and re-covered every year
- Shampoo carpets and mats (where appropriate) every year
- Assist with fire risk assessments every year

