



BUILDING CLEANING MONITORING SHEET – HIGH RISE FLATS

HIGH RISE FLATS OVER 4 STOREYS ARE CLEANED MONDAY TO FRIDAY

(Monday to Friday)

DAY OF INSPECTION

Site:		M	T	W	TH	F	S	S
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INSPECTED BY: _____

DATE _____

TIME: _____

WEATHER: **Wet / Dry**

CLEANING SCHEDULE

<p>Areas that cleaners are responsible for: Entrance Halls, Stairway, Landings, Corridors, Lifts and Chute rooms</p>
<p>The following tasks should be carried out:</p>
<p>Daily- Foyer and ground floor mopped and vacuumed, foyer windows spot wiped, lifts swept and spot wiped, All chute rooms checked, all spillages on floors and stairways mopped, litter removed, bulk rubbish made safe or removed, all waste bins emptied, bins rotated, graffiti removed, reported</p>
<p>Weekly- Stairs, railings and banisters swept and washed, Notice boards in foyers dusted, scuff marks from walls removed, Lifts- walls, doors switches and mirrors washed Corridors mopped and swept, chute rooms mopped and swept, window ledges and sills wiped, light fittings wiped, internal glazing and ledges wiped, .</p>
<p>Other- Parking areas swept and litter picked twice weekly, grassed and shrubbed areas litter picked, Internal windows cleaned every 8 weeks, all light fittings washed every 8 weeks, corridor walls washed every 6 months, floors stripped and re-covered annually, carpets and mats shampooed.</p>

Monitoring	Below Standard	Average Standard	Good Standard	Excellent
<p>Outside/ Entrance Hall/Ground Floor Areas Clean and Tidy</p>				
<p>Notice Board Tidy and up to date</p>				

Stairways/ Lifts – Clean and Tidy				
Landings/Corridors/Upper Floors Clean and tidy				
Chute Areas/Chute Lid & Plate Cleaned daily				
Internal Glass				
Bin Rooms				
Overall Standard				
Additional Comments				

Code of Conduct

The caretaker/s should at all times wear identification, be polite, respectful, and ensure that they carry out their work to Health and Safety Standards.