

**Coronavirus Cleaning Schedule from March 2021**

**Date week commencing:**

<b>Action Daily</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Empty all bins					
Reception WC: deep clean sink, toilet, skirting board, handles, windows, all surfaces, floor hovered and washed with Karcher steam cleaner					
Bottom of stairs WC: deep clean sink, toilet, skirting board, handles, windows, all surfaces, floor hovered and washed with Karcher steam cleaner					
Community room WC: deep clean sink, toilet, skirting board, handles, windows, all surfaces, floor hovered and washed with Karcher steam cleaner					
Upstairs female office WC: deep clean sink, toilet, skirting board, handles, windows, all surfaces, floor hovered and washed with Karcher steam cleaner					
Upstairs male office WC: deep clean sink, toilet, skirting board, handles, windows, all surfaces, floor hovered and washed with Karcher steam cleaner					
Clean all surfaces in ground floor kitchen and run dirty crockery/cutlery through dishwasher					
Clean all surfaces in first floor kitchen and wash floor with Karcher steam cleaner					
Indigo's office: dust and wipe down all surfaces including door handles and Hoover					
Colin/Beth's office: dust and wipe down all surfaces including door handles and Hoover					
1:2:1 room : dust and wipe down all surfaces including door handles and Hoover					
Audrey/Kath's office: dust and wipe down all surfaces including door handles and Hoover					
Reception office: dust and wipe down all surfaces including door handles and Hoover					

Foodbank: dust and wipe down all surfaces including door handles and hoover					
Community Room: dust and wipe down all surfaces including door handles and hoover					
Café and reception area: dust all surfaces, hoover and wash floor with Karcher steam cleaner. Wipe down sideboard and hot water machine					
Back entrance hall: dust all surfaces, hoover and wash floor with Karcher steam cleaner.					
Stair handrails to be wiped down					
Carole/Jo's office: dust all surfaces, hoover and wash floor with Karcher steam cleaner.					
Barry/Sara/Rosie's office: dust all surfaces, hoover and wash floor with Karcher steam cleaner.					
1:2:1 room : dust and wipe down all surfaces including door handles and hoover					
Adam's office: dust all surfaces, hoover and wash floor with Karcher steam cleaner.					
Operations office: dust all surfaces, hoover and wash lino floor with Karcher steam cleaner					
All door handles, including main door, to be wiped down					
All touchpoints to be wiped down					
<b>Action Weekly</b>					
Stairs and landing on first floor: dust and hoover					
Corridor by Indigo's office: dust and hoover					
Creche, Garden Room, IT Suite: dust all surfaces, hoover and wash floors with Karcher steam cleaner.					
Training room: dust all surfaces, hoover and wash floor with Karcher steam cleaner.					