

TASK	2 WEEKLY	Monthly	Quarterly
Cleaning of entrance door	X		
Cleaning of door furniture	X		
Wiping down glass doors	X		
Wiping letter boxes (communal entrance door only)	X		
Disinfecting door entry system	X		
Cleaning of superficial marks from walls aka spot wall cleaning	X		
Dust /wipe skirting boards and door frames	X		
Spot clean doors surfaces	X		
Antiviral sanitisation wiping of handrails	X		
Polishing of banisters	X		
Dusting and polishing of internal glass and windows	X		
Dusting of radiators/ gas meters cupboard	X		
Dusting of light fittings & Smoke detectors	X		
Vacuuming/Sweeping of all floors (as appropriate)	X		
Mopping all wooden, vinyl or tiled floors	X		
Antiviral disinfection of light switches	X		
Removing cobwebs within corridors	X		
Litter pick communal grounds	X		
Disposing of litter and junk mail	X		
Deweed Entrance steps	x		
Leaf Clearance from communal pathways & entrances	X		
Report H&S Emergencies such as Blocked Fire Exits	X		
Cleaning of external windows and doors			X

* Open Spaces addition to contract Leaf Clearance

* Issues with Bin Store should be reported to Housing via Bartec

* Regular 1/4 Estate Inspection to address repairs

TASK	2 WEEKLY	Monthly	Quarterly
Litterpick communal Grounds, balconies and gutters	X		
Sweep/ blow communal stairwells	X		
Antiviral disinfection of communal handrails in stairwells and balconies	X		
Sweep leaves from communal pathways	X		
Remove cobwebs from emergency lighting in stairwells	X		
Report and obstructions on stairwells	X		
Report Bulky Waste/ Fly tips on Communal Ground	X		
Mop balcony walkways		X	
Wash guttering			X
Pull out bins, sweep and disinfect bin store		X	
Decontaminate recycling Paladins	X		
Jet Spray Stairwells			X

CLEANING TASKS	DAILY				
	MON	TUES	WED	THURS	FRI
	Floor				
FOYER	1-3	4-6	6-10	11-13	14-16
Cleaning of entrance door	x	X	X	X	X
Cleaning of door furniture	x	X	X	X	X
Wiping down glass doors	x	X	X	X	X
Wiping letter boxes (communal entrance door only)	x	X	X	X	X
Disinfecting door entry system	x				
Cleaning of superficial marks from walls aka spot wall cleaning	x	X	X	X	X
Dust /wipe skirting boards and door frames	x	X	X	X	X
Spot clean doors surfaces	x	X	X	X	X
Antiviral sanitisation wiping of handrails	x	X	X	X	X
Polishing of banisters	x	X	X	X	X
Dusting and polishing of internal glass and windows	x	X	X	X	X
Dusting of radiators	x	X	X	X	X
Dusting of light fittings & Smoke detectors	x	X	X	X	X
Vacuuming/sweeping of all floors (as appropriate)	x	X	X	X	X
Mopping all wooden, vinyl or tiled floors	x	X	X	X	X
Antiviral disinfection of wiping light switches	x	X	X	X	X
Removing cobwebs within corridors	x	X	X	X	X
Antiviral disinfectant wiping of bench seat	x				
Polishing the metal lift panels and doors	x	X	X	X	X
Cleaning of lifts and lift doors	x	X	X	X	X
Clean communal toilet	x				
Provide access to Contractors	x				

ESTATE DUTIES	DAILY	WEEKLY	2 WEEKLY	MONTHLY	QUARTERLY
Litter pick car park & communal grounds	x				
Decontamination of recycling facilities	X				
Rotation of refuse and recycling Paladins	X				
Bin Collection preparation		X (Thurs)			
Leaf Clearance from communal pathways		X			
Bin Store Clean		X			
Empty communal litter bins	X				
Clarence of fly zappers		X			
Leaf Clearance Darley Dene				X	
HEALTH & SAFETY DUTIES	DAILY	WEEKLY	2 WEEKLY	MONTHLY	QUARTERLY
Stairwell Health & Safety Check AM & PM	X				
Health & Safety Check		X			
Report Fly Tipping	X				
Report Personal belongings in communal areas	X				

* Monthly Building Inspections with Surveyor

* Open Spaces to pick up Park

TASKS	Daily	Weekly	Monthly	Quarterly
Sweep/blow walkways	X			
Litter pick Blocks and stairwells	X			
Mop Balconies		X		
Skim/ Rotate Refuse Bins	X			
Decontaminate Recycling paladins	X			
Remove Bulky Waste	X			
Building and Hazard Check/ walkabout	X			
Report Bulky Waste / Fly Tips on communal ground	X			
Report Personal belongings in communal areas	X			
Disinfectant Bin Stores			X	
Litter pick Middx Park	X			
Visual H&S check of park equipment	X			
Monitor Bin Chutes for blockages/ inappropriate use	X			
Remove cobwebs from emergency lighting in stairwells	X			
Antivral disinfection of communal handrails in stairwells and balconies	X			
Wash guttering				X
Jet Spray stairwells				X

TASKS	Daily	Weekly	Monthly
Sweep/blow walkways	X		
Litter pick Blocks and stairwells	X		
Mop Balconies		X	
Skim/ Rotate Refuse Bins	X		
Decontaminate Recycling paladins	X		
Remove Bulky Waste	X		
Building and Hazard Check/ walkabout	X		
Report Personal belongings in communal areas	X		
Disinfectant Bin Stores			X
Litter pick Middx Park	X		
Visual H&S check of park equipment	X		
Monitor Bin Chutes for blockages/ inapproriate use	X		
Remove cobwebs from emergcy lighting in stairwells	X		
Antivral disinfection of communal handrails in stairwells and balconies	X		