

Cleaning Rotas

Daily

Cleaning of all toilets – staff, reception, 5/6, 3/4. Soap and toilet roll replenishment.

Hoover all floors every day.

Hard floors – sweep them every day. Mopped every day (a.m.)

Hall Floor – mopped every day.

Empty waste baskets every day.

Hoovers conservatory

Hoovers office and walkway and dusting and cleaning.

Daily checks and logs

Staff room hoover and dust

Every Other Day

All children's tables are wiped

Dusts classrooms

Twice weekly

Headteacher's office cleaned – vacs, dusts, empty bins.

Half Term Holiday jobs

Every half term pulling boxes out, mopping behind, dusting doors, cleaning all glass areas, windowsills, skirting's.

Sterilising water containers.

Buffing floors and stripping.

Cleaning all dining tables and chairs

Deep Clean in summer holidays

Window frames, window sills, floors polished.

Painting, maintenance jobs.

Clean all chairs and tables.

Grids outside – accos.

Toilet seats check

Carpet cleaning / upholstery cleaning

Cleaning of toilet floors