

Cleaning Schedule

Front Hall



#	Task	Frequency
1	Clean Toilet (WC-A) disinfect pans ,seats ,lids , handles & fittings	Twice a week
2	Replenish paper towels & flowing soap & toilet rolls	Twice a week
3	Clean Basin and disinfect	Twice a week
4	Empty rubbish Bin	Once a week
5	Wash Toilet Floor	Once a week
6	Sweep Waiting area	Once a Week
7	Sweep Hall Floor	Once a Month

Equipment Required

#	Item
1	Clean Cloths
2	Disinfectant
3	Broom
4	Toilet rolls
5	Paper towels
6	Flowing soap
7	Rubbish bag

