**Cleaning schedule**

**Room Function: Lobby**

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|  | **Question** | **Guidance**  | **Mon** | **Tue** | **Wed** | **Thur** | **Fri** | **Sat** | **Sun** |
| 1 | Is the environment visibly clean?  | Clean and check that walls, windows, ceilings, fans and light. |  |  |  |  |  |  |  |
| 2 | Is the environment free from any visible damage? | Check and report for flaking paint, damaged walls/ceilings/window frames and surfaces.  |  |  |  |  |  |  |  |
| 3 | Are all furnishings and fittings visibly clean?  | Clean and check all areas are clean, behind and under surfaces. |  |  |  |  |  |  |  |
| 4 | Are all furnishings and fittings in a good state of repair?  | Where there is damage, report. |  |  |  |  |  |  |  |
| 5 | Are all surfaces smooth, impervious (for easy cleaning) and with coved edges | Clean and check all surfaces. |  |  |  |  |  |  |  |
| 6 | Is the floor visibly clean?  | Hoover or mop and check the edges and corners are clean and free of dust and grit. |  |  |  |  |  |  |  |
| 7 | Is the flooring in a good state of repair?  | Check and report rips and tears. |  |  |  |  |  |  |  |