**Cleaning Schedule**

**Room Function: Cleaning Cupboard (N.b this must be a room dedicated for cleaning equipment only).**

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|  | **Question** | **Guidance**  | **Mon** | **Tue** | **Wed** | **Thur** | **Fri** | **Sat** | **Sun** |
| 2 | Is the environment visibly clean?  | Check and clean walls, windows, ceilings, fans and lights.  |  |  |  |  |  |  |  |
| 3 | Is the environment free from any visible damage?  | Check and report flaking paint, damaged walls/ceilings/window frames and surfaces.  |  |  |  |  |  |  |  |
| 4 | Is the floor visibly clean and in a good state of repair?  | Check and clean edges and corners. |  |  |  |  |  |  |  |
| 5 | Is the disposal unit for the disposal of contaminated waste water clean?  | Check and clean ensure free of lime scale |  |  |  |  |  |  |  |
| 6 | Are mops and buckets stored clean and dry? | Check storage and cleanliness of mops and buckets, ensure stored upside down. |  |  |  |  |  |  |  |
| 7 | Are detachable mop bucket wringers removed and cleaned .daily? | Remove, check and clean underneath. |  |  |  |  |  |  |  |
| 8 | Are mop heads laundered daily or disposable?  | Ensure laundered daily or disposal mop heads changed daily. |  |  |  |  |  |  |  |
| 10 | Is cleaning equipment left clean and dry after use?  | Visually check and clean equipment at the end of shift. |  |  |  |  |  |  |  |
| 11 | Are cleaning cloths laundered daily?  | Check and launder cloths daily. |  |  |  |  |  |  |  |