

## Cleaning Schedule – COVID 19 additional requirements

### Daily disinfection – Monday to Friday (weekends as required according to bookings)

Area	Description	M	T	W	T	F	S	S
Door handles	All door handles, knobs and push plates – rooms, corridors, toilets and entry points.							
Glass	Clean glass on doors at entrances (inside and out).							
Light switches	Corridors and all rooms (do not spray directly onto switch, spray the cloth).							
Tables and chairs	All tables and chairs that have been in use the previous day.							
Toilets	Toilet handles, taps, soap dispensers and washroom surfaces.							
Hall floor	Mop daily (when used the previous day).							
Window sills	Wipe down in corridors, entrance and all rooms.							
Shutters	Wipe down handles & locks if room used previous day.							
Fire exit doors	Wipe push plates (in hall).							
Bins	Empty all bins and dispose of rubbish safely. Replace bin liners.							
Mop heads	Clean after use.							
Fogging machine	Use after cleaning surfaces as 2 <sup>nd</sup> part of 2-step cleaning process.							

### Daily checks - Monday to Friday (weekends as required according to bookings)

Area	Description	M	T	W	T	F	S	S
Sanitiser	Check levels in all dispensers.							
Hand wash	Check levels in all dispensers.							
Hand towels	Check stocks in all toilets and in all rooms (for wiping down tables/chairs).							
Anti-bacterial spray	Check each room has cleaning product for use by hirers.							

Minimum PPE to be worn – gloves and mask when cleaning all communal areas  
 Visor and apron also to be worn when cleaning toilets