

DRH Cleaning Schedule

Frequency

Sunday-Friday after 6pm (excluding Public Holidays) 52 weeks a year.

Daily

- **Eating area:** Hygienically clean the white tables, chairs & units
- **All other tables & desks:** Only remove obvious marks (e.g. crumbs, coffee rings)
- **Kitchen:** Hygienically clean kitchen surfaces & microwave, but only remove obvious marks from the cupboard doors & outside of the fridge
- **Walls, doors, switches & glass:** Remove obvious marks, fingerprints, smears etc.
- **Toilets:** Hygienically clean sinks, urinals, toilets and remove limescale. Clean any marks from cubicle walls. Supply each toilet with 1 toilet roll plus 3 spares, soap & air freshener, Hoover & mop floors and clean mirrors,
- **Bins:** Empty, cleaning any spills on the inside & line all bins in all offices, place rubbish into white general refuse sack or orange recycling sack as appropriate & store in the bike shed to be topped up until completely full
- **Floors:** Vacuum & mop reception area, the kitchen & hallways daily or every 2 days (as required), vacuum meeting rooms by reception & other offices on alternate days (or as required)

Weekly

- **Desks:** Clean reception desk, phone & intercom and all meeting room tables on Mondays, clean other office desks on Fridays
- **Kitchen sink:** Hygienically clean & remove any stains from the sink and draining board area
- **Rubbish bags:** Leave out all completely full orange & white refuse sacks on the corner of St John's Close for collection every Friday evening, after 6pm
- **Outside:** Vacuum the door mat & pick up any obvious rubbish from the outside area

Fortnightly

- **Ceilings, ledges & skirting boards:** Check & clean (as required) all ledges & ceilings (removing any cobwebs etc.) & check & clean all skirting boards on alternate weeks.

Monthly

- **Fridge:** Hygienically clean the inside on the last Friday of the month, disposing of any out of date food items.

Equipment and materials

- Cleaning equipment, products and materials to be provided by the contractor. Sobus will provide a lockable storage cupboard for these on site.
- Sobus will provide refuse and recycling waste bags, toilet rolls, soap, detergent and blue paper towels.