



Weekly Cleaning				Month and Year:	
	Week 1	Week 2	Week 3	Week 4	Week 5
1. High Dusting- Curtain rails					
Picture /door frames					
Gabler rails					
Open shelves					
Window blinds					
2. Clean general equipment not in daily use					
3. Clean & tidy-Equipment, linen & general store rooms					
Tea lounge					
Milk room/kitchen					
4. Clean skirting boards					
5. Clean doors					
6. Scrub wringer machine					
7. Clean/scrub waste bins					

Monthly Cleaning	
1. Defrost and clean Refrigerator	
2. Wipe out and tidy all cupboards	

Quarterly Cleaning	Due Date	Completed
1. Clean windows		
2. Clean- Light fixtures		
Air-conditioning vents		
Ceiling fans		

6 monthly Cleaning	Due Date	Completed
1. Strip and polish floors		
2. Clean walls/vertical surfaces		
3. Clean ceilings		
4. Remove and clean curtains		