

Summer Clean Schedule

School Name: _____

FLOORS	METHOD	COMPLETED
Carpet Floors	Vacuum carpets paying attention to corners and edges	
Vinyl Floors	Remove Gum, Tape etc. Strip old polish with chemical stripper and apply 2 coats of polish	
Safety Floors	Remove Gum, Tape etc. Machine scrub with detergent to leave a clean even finish	
Halls	Halls will only be treated if needed and only if the school, Contractor and Strictly Education Representative are in agreement with what treatment to use.	
SANITARY ITEMS		
Clean Drinking Fountains	Clean and dry polish internal and accessible external surfaces	
Clean sinks and hand basins	Clean and dry polish internal and accessible external surfaces	
FIXTURES & FITTINGS		
Damp wipe and dry polish to 3.35 meters	Damp wipe fixtures and fittings to include: Skirting boards, window ledges, glazing bars, sills, architraves, pipe work, radiators and covers, balustrades, handrails, notice boards, other vertical work surfaces, surfaces of desks and tables, wall mounted light fittings, plastic light switches and sockets, beams, girders, conduit, pegs, towel dispensers, and the like.	
Doors and door frames	Damp wipe and dry polish all surface of doors and frames	
Work surfaces	Wash work surfaces removing dirt, glue, tape and the like.	
Light fittings	Dust light fittings.	
FURNITURE		
Damp wipe and dry polish to 3.35 meters	Damp wipe fixtures and fittings to 3.35 meters Furniture where specified includes: Benches, bookcases, book shelves, chairs, clocks, coat stands, coffee tables, cupboards, desks, filing cabinets, lockers, ornaments, pictures, shelves, tables, venetian/roller blinds, and the like.	
Wooden Furniture	Polish furniture in all areas except the hall	
Clean Chairs	Damp wipe/Vacuum all chairs	
MISC ITEMS		
Wash and dry polish waste bins	Both internal and externally	
Clean mats and mat wells	Vacuum mats and mat wells.	
Damp wipe and dry polish mirrors	To be clear and streak free	
Telephones	Damp wipe and dry polish	
WALLS/GLASS		
Internal Glass	Damp wipe and dry polish glass partitions to 3.35 meters	
Walls	Damp wipe and dry polish all walls to 3.35 meters	

Summer Clean Schedule

Toilet and changing room periodic schedule

FLOORS	METHOD	COMPLETED
Carpet Floors	Vacuum carpets paying attention to corners and edges	
Vinyl Floors	Remove Gum, Tape etc. Machine scrub with detergent to leave a clean even finish.	
Safety Floors	Remove Gum, Tape etc. Machine scrub with detergent to leave a clean even finish	
SANITARY ITEMS		
Clean Drinking Fountains	Clean and dry polish internal and accessible external surfaces	
Clean sinks and hand basins	Clean and dry polish internal and accessible external surfaces	
Clean sanitary fittings and ware	Cisterns, Partitions, Dispensers, mirror, taps etc. Descaling taps Urinals and Toilets.	
FIXTURES & FITTINGS		
Damp wipe and dry polish to 3.35 meters	Damp wipe fixtures and fittings to include: Skirting boards, window ledges, glazing bars, sills, architraves, pipe work, radiators and covers, balustrades, handrails, notice boards, other vertical work surfaces, surfaces of desks and tables, wall mounted light fittings, plastic light switches and sockets, beams, girders, conduit, pegs, towel dispensers, and the like.	
Doors and door frames	Damp wipe and dry polish all surface of doors and frames	
Work surfaces	Wash work surfaces removing dirt, glue, tape and the like.	
Light fittings (Summer only)	Dust all light fittings	
FURNITURE		
Damp wipe and dry polish to 3.35 meters	Damp wipe fixtures and fittings to 3.35 meters Furniture where specified includes: Benches, bookcases, book shelves, chairs, clocks, coat stands, coffee tables, cupboards, desks, filing cabinets, lockers, ornaments, pictures, shelves, tables, venetian/roller blinds, and the like.	
Wooden Furniture	Polish	
Clean Chairs	Damp wipe/Vacuum all chairs	
MISC ITEMS		
Wash and dry polish waste bins	Both internal and externally	
Clean mats and mat wells	Vacuum mats and mat wells.	
Damp wipe and dry polish mirrors	To be clear and streak free	
WALLS/GLASS		
Internal Glass	Damp wipe and dry polish glass partitions to 3.35 meters	
Walls	Damp wipe and dry polish all walls to 3.35 meters	
CHEWING GUM	Remove Gum, Tape, and the like prior to scrubbing or polishing	

Completed Date: _____

Name: _____

Signed: _____