



Easter Non Term Periodic Deep Clean Schedule

You educate, we support

<u>Floors excluding toilets</u>	
Carpet Floors through out	Vacuum carpets paying attention to corners and edges.
Vinyl / Polyflor Floors polished in Entrances, Corridors, Halls, Stairs	Thoroughly mop sweep to remove dust and debris. Machine clean with neutral detergent to remove all marks. Pick up slurry with a wet pick up machine. Rinse thoroughly with clean water. Allow to dry. Apply emulsion polish.
Vinyl , Polyflor , Floors polished in Classrooms, Craft areas, DS areas, Library's, Offices, Science, Common area and Medical areas	Thoroughly mop sweep to remove dust and debris. Thoroughly mop wash to remove all marks. Allow to dry. Apply appropriate spray/clean solution to floor. Machine buff floor surface to provide a clean and shiny finish. Ensure any dust is removed. Remove all marks left by the buffing process from skirting boards, walls and the base of furniture.
Safety Floors and not polished Vinyl , Polyflor, Polysafe floors	Remove Gum, Tape etc. Machine scrub with detergent to leave a clean even finish.
Floors Sealed only in Entrances, Corridors, Halls, Stairs	Mop sweep to remove dust and debris. Machine clean using a neutral detergent to remove all marks. Pick up slurry with wet pick up machine. Rinse thoroughly with clean water. Allow to dry. Re-coat worn areas of floor seal as necessary. Allow to dry/cure. Remove all marks from skirting boards, walls and the base of furniture.
<u>Sanitary Items excluding toilets</u>	
Clean Drinking Fountains, Sinks and hand basins	Clean and dry polish internal and accessible external surfaces.
<u>Fixtures & Fittings excluding toilets</u>	
Clean to 2 meters	Damp wipe fixtures and fittings to 2 metres 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.
<u>Furniture in all areas excluding toilets</u>	
Wooden Furniture	Damp wipe and dry polish to 2 metres.
<u>Misc Items excluding toilets</u>	
Damp wipe and dry polish mirrors	To be clear and streak free.
<u>Chewing Gum</u>	Remove Gum, Tape, prior to scrubbing or polishing to hard floors.