

February Half Term

All School areas except toilet and changing rooms

FLOORS	
Vinyl Floors	Remove chewing gum
Safety Floors	Remove chewing gum
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
FURNITURE	
Wooden Furniture	Spray polish wooden furniture
MISC ITEMS	
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

Toilets and changing rooms non-term clean below

FLOORS	
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

School Representative this should be the Bursar or the person responsible for signing the cleaning certificate

Name: _____ Signed: _____

Completed Date: _____