

Multiclean Services Cleaning Maintenance Services Schedule

Time/Day	7.00 - 8.00	8.00	8.00 - 12.00	12.00 - 1.00	1.00 - 2.00	2.00 - 3.00	3.00 - 4.00	4.00 - 5.00	5.00 - 6.00	6.00 - 7.00
Mon		Litter Picking								
Tue	Litter Picking		Floors 8 to 4	Sanitise Waste bin in children's park	Toilet clean	Gym	Clean Bin shed	Break	Maintenance	
Wed		Litter Picking		Floors 4 - 1	Prepare bins for following day empty		Maintenance			
Thu	Litter Picking		Floors 1 - Basement	Maintenance	Bin shed clean	Clearing of both Bike sheds	Gym	Maintenance		
Fri				Litter Picking		Floors 13 - 2	Toilet clean	Lifts - All	Map & clean glazing - both Receptions	Map - Both Stairwells

ROUTINE CHECKS

DESIGNATION	FREQUENCY	NOTES
Full litter sweep	Daily	All external areas
External maintenance checks	Daily	All external areas/looking for damage/trauma cleans
Internal maintenance checks	Daily	All internal areas/looking for damage/trauma cleans
Gymnasium	Daily	Cleanliness/water dispenser/towels/bins
Lobby	Continuous	In addition to internal checks, monitoring/reactive cleaning
Weekend Checks (WE)	Friday	Liaise with OR for any WE events preparation etc

Caretaker Cover

Mon - 8:00am - 3:00pm
 Tues - 7:00am - 2:00pm
 Wed - 8:00am - 12:00pm
 Thurs - 7:00am - 1:00pm
 Fri - 9:00am - 3:00pm

Block Communal

TASK	Specification
Reception (Including Lift)	Dust fixtures, fittings and lights. Clean internal glazing to safe height, clean lift glazing, clean marks from walls, clean lift floors, sweep, mop and dry floors
Stairway	Dust fixtures, fittings and lights including balustrade rails. Clean internal glazing to safe height. Clean marks from walls. Vacuum and spot clean where required
Corridors	Dust fixtures, fittings and lights. Clean skirting and communal door frames. Clean marks from walls. Vacuum carpets
Gymnasium (Including Toilet)	Dust fixtures, fittings and lights. Wipe down machines. Clean marks from walls. Clean mirrors. Sweep, mop and dry floors
External Areas	Litter pick all areas and Car Parks. Sweep all walkways
Bin Stores	Remove Bins and any bulk waste. Sweep and hose floor. Mop with disinfectant
Bike Stores	Litter sweep. Brush floor
Internal Glazing	Spray, wipe and polish all internal glazing to safe height
Maintenance	Changing light bulbs, monthly meter reading, assist contractors, administration and ad-hoc cleaning and other tasks where applicable

Notes

1 Bulk Waste: Report all bulk waste (furniture, appliances etc) to the PM or FM who will arrange for a collection.
 2 Refuse: General waste is collected on Thurs between 08:00 and 12:00. Recycling is collected Thurs fortnightly.

For a free on site quote
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M.C.S. at your service