

<b>Example Cleaning Schedule</b>	<b>Column1</b>	<b>Column2</b>	<b>Column3</b>	<b>Column4</b>	<b>Column5</b>	<b>Column6</b>
	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>	<b>Notes</b>
<b>Reception</b>						
Thorough Hoover			X			
Spot Hoover	X				X	
Empty Waste Bins	X	X	X	X	X	
Polish Desks		X		X		
Dust Monitors/Keyboards		X		X		
Skirting boards			X			
Internal Windows						1st Week in the Month
<b>Photocopy Room</b>						
Brush & Mop Floor		X		X		
Skirting Boards			X			
All Internal Windows						1st Week in the Month
<b>Ground Floor Meeting/Office Rooms</b>						
Thorough Hoover			X			
Spot Hoover	X				X	
Empty Waste Bins	X	X	X	X	X	
Polish Desks		X		X		
Dust Monitors/Keyboards		X		X		
Skirting Boards			X			
Internal Windows						1st Week in the Month
<b>Ground Floor Ladies &amp; Gents Toilets</b>						
Clean Toilet & Washbasin and fittings	X	X	X	X	X	
Empty Waste Bins	X	X	X	X	X	
Brush & Mop Floor	X	X	X	X	X	
Skirting Boards			X			
<b>Ground Floor Kitchen</b>						
Wipe all Surfaces	X	X	X	X	X	
Inside of Microwave		X		X		
Brush & Mop Floor	X	X	X	X	X	
Skirting Boards			X			
Clean fridge					X	
Internal Windows						1st Week in the Month
Clean dishwasher externally and run					X	
<b>First Floor Meeting/Office Rooms</b>						
Thorough Hoover			X			
Spot Hoover	X				X	
Empty Waste Bins	X	X	X	X	X	
Polish Desks		X		X		
Dust Monitors/Keyboards		X		X		
Skirting Boards			X			
Internal Windows						1st Week in the Month
<b>First Floor Kitchen</b>						
Wipe all surfaces	X	X	X	X	X	
Inside of Microwave		X		X		
Brush & Mop Floor	X	X	X	X	X	
Skirting Boards			X			
Clean fridge						
Internal Windows						1st Week in the Month
<b>First Floor Ladies &amp; Gents Toilets</b>						
Clean Toilet & Washbasin and fittings	X	X	X	X	X	
Empty Waste Bins	X	X	X	X	X	
Brush & Mop Floor	X	X	X	X	X	
Skirting Boards			X			
Internal Windows						1st Week in the Month
<b>Ancillary</b>						
Fill up all toilet tissue/paper towel dispensers	X	X	X	X	X	Key Required
<b>Feather Flickers Updated 01/01/XX</b>						