

# Rickards Hall – Cleaning specification

## Main Hall/Entrance and corridor

### **Daily**

Sweep/vacuum and wash hall floor, neutral cleaner  
Dust/damp-wipe sills, skirtings, and ledges to 1.8m height  
Clean/sanitise all touch points (door handles, light switches, heater switches etc.)  
Clean glass doors internally  
Check and record fire extinguishers present and correct

### **Weekly**

Overhead dusting/high level dusting (cobwebs?), and vacuum the large floor-duster

### **Monthly**

Clean windows internally

### **School Holiday periods** (few bookings) Christmas, Easter, Summer

Deep clean table tops, and chairs

## Kitchen

### **Daily**

Empty rubbish bin, replace liner, remove to refuse collection point; disinfect top/lid of bin  
Check and record fridge temperature  
Wipe clean oven, internal and external  
Wipe clean dishwasher and fridge, internal and external, including internal door seal edges  
Wipe clean hot water boiler  
Wipe clean wall tiles, sills and ledges with germicidal cleaner  
Clean sinks, taps, and drainer with hard surface cleaner  
Clean/sanitise all touch points (door/drawer handles, light switches, heater switches etc.)  
Work surfaces and exterior of cupboards - wipe clean with germicidal cleaner  
Clean door glass internally  
Sweep and wash floor with neutral cleaner

### **Weekly**

Overhead dusting (cobwebs?)  
Clean cupboards and drawers internally as necessary

### **Quarterly**

Deep clean oven and dishwasher

## Toilets

### **Daily**

Empty rubbish bins, replace liner, remove to refuse collection point; disinfect top/lid of bin (Sanitary bins are serviced separately)  
Clean and sanitise toilet bowls, urinals, seats, back panels, and connecting pipework  
Clean hand basins and taps with germicidal cleaner  
Wipe clean skirtings, sills and ledges with germicidal cleaner  
Clean/sanitise all touch points (door handles, light switches, heater switches etc.)  
Clean and polish mirrors  
Check consumables – soap, hand towels, toilet tissue, santiser – replenish as required.  
Sweep and wash floors with neutral cleaner

### **Weekly**

Overhead dusting (cobwebs?)  
*For cleaning materials and consumables - contact the ETC office to re-stock before run out*