

Cleaning Schedules

Routine weekly cleaning

- Vacuuming upstairs and downstairs
- Dusting upstairs and downstairs
- Mopping kitchens and toilets (upstairs and downstairs) and hallway (downstairs only)
- Cleaning glass in doors

Covid-specific cleaning (services)

TEAM 1: Prior to first service of day (approx 15 minutes for 2 people)

- Quick wipe down of tops of chairs (upstairs)
- Quick clean of high contact points (all upstairs and all downstairs)
 - door handles
 - light switches
 - stair hand rails (inside and outside)
 - taps, flush buttons, soap and hand towel dispensers in toilets
- If necessary, replace/fill up toilet rolls, hand towels and hand soap (all upstairs and all downstairs)

TEAM 1: In between services (approx 30 minutes for 2 people)

- Thorough wipe down of tops of chairs (all upstairs only)
- Thorough clean of high contact points (all upstairs only)
 - door handles
 - light switches
 - outside hand rail
- Clean all open toilets (upstairs only) inc. taps, flush buttons, soap and hand towel dispensers, sinks, toilets, empty bins

TEAM 2: After final service (approx 30 minutes for 2 people)

- Thorough wipe down of tops of chairs (all upstairs)
- Thorough clean of high contact points (all upstairs and all downstairs)
 - door handles
 - light switches
 - stair hand rails (inside and outside)
- Clean all open toilets (all upstairs and downstairs) inc. taps, flush buttons, soap and hand towel dispensers, sinks, toilets, empty bins

Normal cleaning products should be used for all the above.

A clean cloth should be used each time (including using a separate cloth for cleaning toilets).

After cleaning, used cloths should be placed in the bucket by the upstairs fire exit or in the downstairs open toilet.

Disposable gloves and aprons will be provided if people wish to use them. We recommend wearing gloves. Face masks are optional.

Covid-specific cleaning (groups)

Before group meets

- Group leaders may choose to clean prior to their group meeting but this is not a requirement as the previous group will have cleaned after their meeting finished.

After group has finished

- Thorough wipe down of tops of chairs (if using chairs in main meeting room)
- Thorough clean of high contact points
 - door handles
 - light switches
 - stair hand rails (if anyone in group has moved between floors)

- Clean all open toilets that have been used inc. taps, flush buttons, soap and hand towel dispensers, sinks, toilets, empty bins
- If necessary, replace/fill up toilet rolls, hand towels and hand soap

Normal cleaning products should be used for all the above.

A clean cloth should be used each time (including using a separate cloth for cleaning toilets).

After cleaning, used cloths should be placed in the bucket by the upstairs fire exit or in the downstairs open toilet.

Disposable gloves and aprons will be provided if people wish to use them. Face masks are optional.

Covid-specific cleaning (staff)

Daily tasks:

First staff member to arrive:

- Sanitise hands and then prop open all doors that will be used

Prior to leaving:

- Clean all upstairs light switches using normal cleaning spray and cloth.
- Clean staff toilet and sinks inc. taps, toilet flush button, soap dispenser, hand towel dispenser, door handle (inside and out), lock, empty bin etc. (The same cloth can be used but clean the toilet itself last). Clean everything using normal bathroom cleaner. Bleach round inside of toilet bowl and scrub using toilet brush.

Rota

Mon: NR Tues: AW Weds: DB
Thurs: KS Fri: BM

Gloves should be worn (either use disposable ones and then throw them away, or bring your own rubber gloves).

Cloths should only be used once and then placed in the bucket by the upstairs fire exit for washing.

Last staff member to leave:

- Sanitise hands and then close all doors
- Check that all windows and external doors are closed and locked

Weekly tasks:

- Office users should empty their own bins at least weekly
- Empty upstairs kitchen bin (KS)
- Clean upstairs kitchen (exc. mopping) (KS)

User dependent tasks:

- Workspaces and equipment to be cleaned in between users. If being used by one person, they should be cleaned as normal.
- Upstairs Kitchen is operating a 'Clean as you go' system.
- Office users responsible for cleaning their own high contact areas (e.g. light switches and door handles) (frequency is up to user)
- Anyone who goes downstairs is responsible for cleaning any light switches, door handles or hand rails that they use. This should be done each day.