

# WEBBER & QUENTIN TMO



## CLEANING SPECIFICATION AND ATTENDANCE SHEET

Site Name ..... and Cleaning Scheduled For.....

Daily - Tasks Summary	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Sweeping/litter picking of internal communal areas								
Recycling site cleanse								
Unblocking bin chutes (as & when)								
Environmental clean (as & when)								
Graffiti removal (as & when)								
Weekly - Tasks Summary	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Clear drain gratings								
Twice weekly - Sweeping/mopping of internal communal areas								
Monthly - Tasks Summary	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Cleaning of block entrance doors & screens/windows								
Cleaning of internal fixtures & fittings								
Quarterly - Tasks Summary	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Cleaning and Jet washing floors								
Jet washing Bins & bin rooms								
Annually - Tasks Summary	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
Twice annually - cleaning of walls & ceiling								

For more details, please visit [webberandquentintmo.org/](http://webberandquentintmo.org/)  
 For any queries or comments on the above please feel free to contact Just Ask on **08447365956** or  
**info@justaskservices.co.uk**