

# Weekly Workplace Cleaning Schedule...



cleaning & hygiene supplies

Keep your workplace clean and safe with Bunzl Cleaning & Hygiene Supplies

**MAIN OFFICE** 

	M	T	W	T	F	S	S
<input type="checkbox"/> Tidy desks							
<input type="checkbox"/> Clean window sills							
<input type="checkbox"/> Mop floors							
<input type="checkbox"/> Empty bins							
<input type="checkbox"/> Disinfect horizontal surfaces							
<input type="checkbox"/> Dust wall hangings							
<input type="checkbox"/> Clean partitions							
<input type="checkbox"/> Dust/wipe telephones							

**KITCHEN** 

	M	T	W	T	F	S	S
<input type="checkbox"/> Wash work surfaces							
<input type="checkbox"/> Mop floor							
<input type="checkbox"/> Clean microwave							
<input type="checkbox"/> Wipe sinks							
<input type="checkbox"/> Refill kitchen towels							
<input type="checkbox"/> Refill handwash							
<input type="checkbox"/> Clean out fridge							
<input type="checkbox"/> Change/laundry tea towels							
<input type="checkbox"/> Wash dishes							
<input type="checkbox"/> Vacuum floors and behind door							
<input type="checkbox"/> Empty bins, change bin liners							
<input type="checkbox"/> Empty/wash coffee machines							

**WASHROOMS** 

	M	T	W	T	F	S	S
<input type="checkbox"/> Clean and sanitise sinks							
<input type="checkbox"/> Refill handwash							
<input type="checkbox"/> Empty bins, change bin liners							
<input type="checkbox"/> Refill toilet roll							
<input type="checkbox"/> Clean and polish mirrors							
<input type="checkbox"/> Clean and disinfect toilets							
<input type="checkbox"/> Dust fittings							
<input type="checkbox"/> Mop and disinfect floors							

**RECEPTION** 

	M	T	W	T	F	S	S
<input type="checkbox"/> Straighten floor mats/cushions							
<input type="checkbox"/> Clean light switches							
<input type="checkbox"/> Clean window sills							
<input type="checkbox"/> Empty bins							
<input type="checkbox"/> Mop floors							
<input type="checkbox"/> Wash front door glass							
<input type="checkbox"/> Vacuum all carpets							
<input type="checkbox"/> Dust/clean front desk							
<input type="checkbox"/> Tidy brochures/magazines							

**MEETING ROOMS** 

	M	T	W	T	F	S	S
<input type="checkbox"/> Remove rubbish							
<input type="checkbox"/> Clean whiteboards							
<input type="checkbox"/> Tidy chairs and tables							
<input type="checkbox"/> Disinfect horizontal surfaces							
<input type="checkbox"/> Vacuum all carpets							
<input type="checkbox"/> Dust windows and blinds							

**HALLWAYS/STAIRS** 

	M	T	W	T	F	S	S
<input type="checkbox"/> Mop floors							
<input type="checkbox"/> Wipe skirting boards							

**MISCELLANEOUS** 

	M	T	W	T	F	S	S
<input type="checkbox"/> Clean/sanitise water fountains							
<input type="checkbox"/> Clean lifts							
<input type="checkbox"/> Clean vending machines							

**STAY SAFE WHEN CLEANING**

Make sure you are wearing the appropriate Personal Protection Equipment (PPE) and using the correct safety signage to warn others when cleaning is in progress.

Everything you need to keep your workplace clean and safe at [www.bunzlchs.com](http://www.bunzlchs.com)