

Facility Name:		Month and Year:																													
Complete daily. Cleaner ticks each completed task & signs once all completed. Supervisor signs that all tasks have been completed satisfactorily. Display in plastic sleeve in sluice room File completed forms in Essential Package of Care under Support Services																															
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Cleaning Duties																															
1 Clean floors – Ablutions																															
Dining/social area																															
Living area																															
2 Damp Dusting																															
All horizontal surfaces		AM																													
Ablutions		PM																													
Social/dining area (including outdoor furniture)		AM																													
		PM																													
Living area		AM																													
		PM																													
3 Clean all basins		AM																													
clean & refill soap /ABHR & paper towels		PM																													
4 Clean kitchenette		09																													
Clean surfaces and appliances		14																													
		18																													
5 Waste removal		AM																													
Clear waste bins & reline		PM																													
Tie general waste bags in temporary storage area																															
6 Remove soiled linen																															
7 Terminal cleaning of beds/lockers - PRN																															
Cleaner initial																															
Supervisor initial																															

*Horizontal surfaces include: Counter tops, chairs, door & toilet handles, window sills, lockers, microwave, kettle, light switches et al.

Weekly Cleaning				Month and Year:	
	Week 1	Week 2	Week 3	Week 4	Week 5
1 High Dusting:					
Curtain rails					
Picture / door frames					
Open shelves					
Window blinds					
2 Clean skirting boards					
3 Clean doors					
4 Scrub wringer machine					
5 Clean/scrub waste bins					

Monthly Cleaning	
1 Defrost and clean Refrigerator	
2 Wipe out and tidy all cupboards	

Quarterly Cleaning	Due Date	Completed
1 Clean windows		
2 Clean:		
Light fixtures		
Air-conditioning vents		
Ceiling fans		

6 monthly Cleaning	Due Date	Completed
1 Strip and polish floors		
2 Clean walls / vertical surfaces		
3 Clean ceilings		
4 Remove and clean curtains		