

## COMMUNAL BLOCKS - CLEANING SPECIFICATION

AREA/TASK	FREQUENCY
FOYER/LANDINGS, LOBBIES AND CORRIDORS	Weekly
MAIN ENTRANCE DOOR	Weekly
STAIRWAYS AND STAIRWELLS	Weekly
DOOR MATS	Weekly
HANDRAILS/BALUSTRADES	Weekly
WALLS/COMMUNAL DOORS	Weekly
INTERNAL WINDOWS	Weekly
LIFTS (*Where appropriate)	Weekly
LEDGES	Weekly
EQUIPMENT	Monthly
INTERNAL LIGHTS	Monthly
FIXTURES AND FITTINGS	Weekly
UNDERGROUND/UNDER COVER CAR PARK	Monthly
BIN STORES & BIKE STORES	Weekly
SHARPS/BODY FLUID SPILLAGES	As required
TENANTS ITEMS LEFT IN COMMUNAL CORRIDORS	As Required
JUNK MAIL	As Required