

<u>Cleaning Schedule in Communal Areas</u>		<u>Completed</u>	<u>Issues</u>
Weekly	Vacuum all carpeted areas		
	Mop all tiled / lino flooring		
	Clean door handles		
	Dust bannisters and tops of door frames		
	Dust / vacuum skirting boards		
	Clean tables and dust communal lounges		
	Empty kitchen bins		
	Put recycling in appropriate bins		
	Tidy outside rubbish / recycling		
	Clean worktops		
	Clean sink and taps		
	Clean hob and splashback		
	Wipe doors of cupboards, fridge freezer, washing machine and oven		
	Clean microwave inside and out		
Every Fortnight	Vacuum sofas in communal lounges		
Once a Month	Clean inside fridge		
	Clean inside of windows		
Once Every 3 Months	Complete clean of oven, shelves and trays		