

Daily Task Sheet

Toilets Full clean everyday replenish toilet roll and hand towels

Office Full Hoover wipe all surfaces every day

Glass and Doors All to be wiped daily

Waste Bins All emptied and wipe daily

Ledges/Pipe All wiped once a week

Skirting Boards All wiped once a week

Walls Spot Cleaned once a week or when there is a mark

Carpets Hoovered daily

Ball room full clean twice a week full buff three times a week

Main Entrance full clean twice a week buffed three times a week

Brass Cleaning Daily

Classrooms – Tables and chairs where children sit

Nursery area

Toys

**Outdoor Provision areas and toys – e.g bikes,
construction tools if they have been used**