



Appendix G: Cleaners' Specifications

CleanTastic Specifications RGHS Childcare Trust

AREA	RGHS Childcare Trust Specifications	Monday	Tuesday	Wednesday	Thursday	Friday	Monthly	Annual
	CHECK COMMUNICATIONS BOOK	✓	✓	✓	✓	✓		
ENTRANCE & MAIN OFFICE	Remove all cobwebs	✓						
	Dust & spot clean working left to right & top to bottom	✓	✓	✓	✓	✓		
	Spot Clean Front door Glass	✓	✓	✓	✓	✓		
	Dust skirting boards	✓	✓	✓	✓	✓		
	Check corners and behind doors	✓	✓	✓	✓	✓		
	Disinfect door handles	✓	✓	✓	✓	✓		
	Sweep Exterior entrance & Vacuum Mat	✓	✓	✓	✓	✓		
	Fully vacuum floor	✓	✓	✓	✓	✓		
MAIN PLAY AREAS	Microfiber Mop hard floor	✓	✓	✓	✓	✓		
	Remove all cobwebs	✓						
	Dust & spot clean working left to right & top to bottom	✓	✓	✓	✓	✓		
	Blade clean sliding door					✓		
	Check skirting boards & window ledges	✓	✓	✓	✓	✓		
	Check behind doors	✓	✓	✓	✓	✓		
	Disinfect door handles	✓		✓		✓		
	Microfiber Mop vinyl floors	✓	✓	✓	✓	✓		
	Empty rubbish and replace liners	✓	✓	✓	✓	✓		
	Fully vacuum floor	✓	✓	✓	✓	✓		
	Buff vinyl floors						✓	
CHILDRENS SLEEPROOMS	Spot clean internal glass	✓	✓	✓	✓	✓		
	STRIP & POLISH (Yearly)							✓
	Remove all cobwebs	✓						
	Dust & spot clean working left to right & top to bottom	✓	✓	✓	✓	✓		
	Check skirting boards & window ledges	✓	✓	✓	✓	✓		
	Check behind doors	✓	✓	✓	✓	✓		
	Disinfect door handles	✓	✓	✓	✓	✓		
	Fully vacuum floor	✓		✓		✓		
MAIN KITCHEN & STAFFROOM KITCHENETTE	Spot Vacuum floor around cots and beds		✓		✓			
	Spot clean internal glass					✓		
	Shampoo Carpet							✓
	Remove all cobwebs	✓						
	Dust & spot clean working left to right & top to bottom	✓	✓	✓	✓	✓		
	Clean bench, sink & cupboard fronts removing any build up around taps etc.	✓	✓	✓	✓	✓		
	Check & clean fridge/zipmicrowave exterior and handles					✓		
	Leaves all surfaces dry	✓	✓	✓	✓	✓		
	Check skirting boards	✓	✓	✓	✓	✓		
	Check behind doors	✓	✓	✓	✓	✓		
	Fully vacuum floor	✓	✓	✓	✓	✓		
	Microfiber Mop vinyl floors	✓	✓	✓	✓	✓		
	Spot clean internal glass	✓	✓	✓	✓	✓		
	STRIP & POLISH (Yearly)							✓
	Flush toilet & spray with disinfectant / cleaner	✓	✓	✓	✓	✓		
	Check bathroom for cobwebs	✓						
	Dust & spot clean working around room	✓	✓	✓	✓	✓		
	Clean wall under hand towel dispenser removing any soap build up	✓	✓	✓	✓	✓		
	Clean mirror	✓	✓	✓	✓	✓		
	Clean around edges of tap and unit with toothbrush	✓	✓	✓	✓	✓		

AREA	RGHS Childcare Trust Specifications	Monday	Tuesday	Wednesday	Thursday	Friday	Monthly	Annual	
CHILDRENS / STAFF TOILET AREAS	Clean plug hole with plug hole brush	✓	✓	✓	✓	✓			
	Clean all sinks checking pipes & underneath for build up also	✓	✓	✓	✓	✓			
	Clean stainless trough with sno glo, scourer & rinse	✓	✓	✓	✓	✓			
	Dry all of top including chrome taps	✓	✓	✓	✓	✓			
	Spot clean base of hand basin & cupboards	✓	✓	✓	✓	✓			
	With toilet brush fully scrub inside of toilet & base	✓	✓	✓	✓	✓			
	Clean floor around base of toilet out to edge of partition by hand	✓	✓	✓	✓	✓			
	Spray disinfectant / cleanser over entire toilet & floor area behind & to sides	✓	✓	✓	✓	✓			
	Wipe Cistern including back	✓	✓	✓	✓	✓			
	Wipe behind toilet and all pipes	✓	✓	✓	✓	✓			
	Wipe outside of bowl	✓	✓	✓	✓	✓			
	Leave toilet outside dry, especially seat	✓	✓	✓	✓	✓			
	Scrub edges and floor area using doodle bug							✓	
	Leave toilet outside dry, especially seat	✓	✓	✓	✓	✓			
	Fully vacuum floor	✓	✓	✓	✓	✓			
Microfibre mop all washroom floors	✓	✓	✓	✓	✓				
Check corners & edges & behind doors	✓	✓	✓	✓	✓				
Final Check	Erase all windows and doors are secure	✓	✓	✓	✓	✓			
	Close doors	✓	✓	✓	✓	✓			
	Set Alarm	✓	✓	✓	✓	✓			
	Lock main door	✓	✓	✓	✓	✓			
Annual Term Clean	Strip&seal,carpet clean,windows,internal walls							✓	
NOTE - Rubbish is emptied by staff onsite									