



Cleaning Card

Toilet

Method Statement



Scan the QR code
for video instruction



	Task	Cleaning Schedule *							Chemical and equipment	Activity flow	Safety Instructions
		Mo	Tu	We	Th	Fr	Sa	Su			
1										Clean the door handle first and then clean the door on all 3 sides. Method I101	Always wear gloves
2										Clean the toilet bowl. Distribute cleaning product under the toilet rim, use the toilet brush and leave the brush in the bowl. Method W107	Always wear gloves
3										Clean the mirrors from top to bottom. Method W102, I105	Always wear gloves
4										Clean dispensers (front, sides, top and bottom) and replenish soap and paper if required. Method W102	Always wear gloves
5										Clean the sink and spot check the walls removing any marks if necessary. Method W102	Always wear gloves
6										Finish cleaning the toilet by using the brush inside and a cloth outside. Also clean urinals. Method W107, W108, W109	Always wear gloves
7										Clean brush holder inside and outside. Method W102	Always wear gloves
8										Remove the waste bag, clean the waste bin if needed and replace it with a new bag. Bring the waste bag to your trolley and dispose. Method W102	Don't compact waste by hand
9										Clean the floor using mop or scrubber drier. Sweep up dirt by the threshold. Dispose the dirt and place the dustpan on the trolley. Method F101, F140	Place warning sign Always wear gloves
No mobile phone during working hours. No smoking during working hours. Inform supervisor in case of any changes Arrive on time for work Always greet kindly. Duty of silence											

* The Cleaning Schedule is optional. You can mark out the frequency of individual tasks in accordance with your contract specification, to help your teams.



Cleaning Card

Meeting room

Method Statement



Scan the QR code
for video instruction



	Task	Cleaning Schedule *							Chemical and equipment	Activity flow	Safety Instructions
1		Mo	Tu	We	Th	Fr	Sa	Su		Wipe the table(s) with a flat mop or cloth. Method I101, I104	Always wear gloves
2		Mo	Tu	We	Th	Fr	Sa	Su		Pull out the chairs, wipe the chairs and legs of the table(s). Do not push the chairs back in. Method I101, F112, F113 or F114	Always wear gloves
3		Mo	Tu	We	Th	Fr	Sa	Su		Wipe of white board and free spaces on surfaces up to 1.80 metres working in anti-clockwise direction. Use the duster and/or a cloth. Method I101, I301	Always wear gloves
4		Mo	Tu	We	Th	Fr	Sa	Su		Remove marks and stains from walls. Method I101	Always wear gloves
5		Mo	Tu	We	Th	Fr	Sa	Su		Remove the waste bag, clean the waste bin if needed and replace it with a new bag. Bring the waste bag to your trolley and dispose. Method I101	Don't compact waste by hand
6		Mo	Tu	We	Th	Fr	Sa	Su		Clean the door handle first and then clean the door on all 3 sides. Method I101	Always wear gloves
7		Mo	Tu	We	Th	Fr	Sa	Su		Clean under the table(s), push chairs back in, clean the floor in an anti-clockwise direction. Sweep up dust by the threshold. Method F101, F103, F111, F112, F113 or F114	Place warning sign



No mobile phone during working hours.



No smoking during working hours.



Inform supervisor in case of any changes



Arrive on time for work



Always greet kindly. Duty of silence

* The Cleaning Schedule is optional. You can mark out the frequency of individual tasks in accordance with your contract specification, to help your teams.



Cleaning Card

Open Office Area

Method Statement



Scan the QR code
for video instruction



	Task	Cleaning Schedule *							Chemical and equipment	Activity flow	Safety Instructions
1		Mo	Tu	We	Th	Fr	Sa	Su		Wipe clear spaces on surfaces up to 1.80 metres working in an anti-clockwise direction. Use the duster and the blue cloth. Method I101, I301	Always wear gloves
2		Mo	Tu	We	Th	Fr	Sa	Su		Remove marks and stains from walls. Method I101	Always wear gloves
3		Mo	Tu	We	Th	Fr	Sa	Su		Pull out the chairs, wipe the chairs and legs of the tables. Do not push the chairs back in.. Method I101, F112, F113 or F114	Always wear gloves
4		Mo	Tu	We	Th	Fr	Sa	Su		Wipe the table(s) with a flat mop or cloth. Method I101, I104	Always wear gloves
5		Mo	Tu	We	Th	Fr	Sa	Su		Remove the waste bag, clean the waste bin if needed and replace it with a new bag. Bring the waste bag to your trolley and dispose. Method I101	Don't compact waste by hand
6		Mo	Tu	We	Th	Fr	Sa	Su		Clean under the tables, push chairs back in, clean the floor in an anti-clockwise direction. Sweep up dust by the threshold. Method F101, F103, F111, F112, F113 or F114	Place warning sign Always wear gloves



No mobile phone during working hours.



No smoking during working hours.



Inform supervisor in case of any changes



Arrive on time for work



Always greet kindly. Duty of silence

* The Cleaning Schedule is optional. You can mark out the frequency of individual tasks in accordance with your contract specification, to help your teams.



Cleaning Card

Kitchenette

Method Statement



Scan the QR code
for video instruction



	Task	Cleaning Schedule *							Chemical and equipment	Activity flow	Safety Instructions
1		Mo	Tu	We	Th	Fr	Sa	Su	 Surface	Remove marks and stains from walls. Method I101	Always wear gloves
2		Mo	Tu	We	Th	Fr	Sa	Su	 Surface	Clean the outside of the refrigerators, vending machines, microwave ovens, coffee machines and the like, working from clean to dirty. Method I101	Always wear gloves
3		Mo	Tu	We	Th	Fr	Sa	Su	 wash-room	Clean dispensers (front, sides, top and bottom) and replenish soap and paper if required. Method W102	Always wear gloves
4		Mo	Tu	We	Th	Fr	Sa	Su	 wash-room	Clean the sink and spot-check the walls removing any marks if necessary. Method W102	Always wear gloves
5		Mo	Tu	We	Th	Fr	Sa	Su	 wash-room	Remove the waste bag, clean the waste bin if needed and replace it with a new bag. Bring the waste bag to your trolley and dispose. Method I101	Don't compact waste by hand
6		Mo	Tu	We	Th	Fr	Sa	Su	 wash-room	Clean the door handle first and then clean the door on all 3 sides. Method I101	Always wear gloves
7		Mo	Tu	We	Th	Fr	Sa	Su		Clean the floor using mop or scrubber drier. Sweep up dirt by the threshold. Dispose the dirt and place the dustpan on the trolley. Method F101, F140	Place warning sign



No mobile phone during working hours.



No smoking during working hours.



Inform supervisor in case of any changes



Arrive on time for work



Always greet kindly. Duty of silence

* The Cleaning Schedule is optional. You can mark out the frequency of individual tasks in accordance with your contract specification, to help your teams.