



Stairs	Main stairs Escape stairs	- -		EC1 EC1			Vacuum clean the main stairs' carpet floor Clean the escape stairs (wet cleaning)	1x week 1x month	0:20 0:30	0:04:00 0:01:12
<b>Saturdays</b>				ECS			* Day cleaners Duties: - Restocking WC supplies all floors, - Cleaning toilets - Vacuuming the floor (all 4 floors) - Vacuuming main stairs - Cleaning auditorium	1x week	2:00	00:24
Terrace / outside areas	Terrace 1 Terrace 2 Basement area outside (Exhibition Road) Basement area outside (Princes Garden)	G.017 G.017 - -				DC DC DC DC	cleaning from leaves, jet washing and general sweeping (check the rail on Saturdays) cleaning from leaves, jet washing and general sweeping (check the rail on Saturdays) cleaning from leaves, jet washing and general sweeping (check the rail on Saturdays) cleaning from leaves, jet washing and general sweeping (check the rail on Saturdays)	1x week 1x week 1x week 1x week	0:20 0:20 0:30 0:30	0:04 0:04 0:06 0:06
Window cleaning	55 outside windows (Basement to 4th floor)	whole institute	-			DC	Other on call daily duties (preparing coffee for events, clearing up after events)	1x month		4:00:00
										<b>Early cleaner 1</b> 1:37:24 <b>Early cleaner 2</b> 1:50:00 <b>Day Cleaner</b> 7:59:00 <b>Early cleaner (Saturday)</b> 2:00:00 <b>Daily Total</b> 11:26:24 <b>Weekly Total</b> 59:12:00

\* Saturday Minimum cleaning – only wipe obvious stains and spills. Empty bins, clean toilets and re-stock. Tidy and create an appearance of welcome in the following areas:

- all toilets
- all classrooms
- terrace/ outside areas
- clean the bins after emptying them