

CLEANING ROTA

MECHANICAL AREA

1 Stores, corridors, washrooms and lockers

Tidy up areas and put away obstructing equipment
Sweep and clean floors and mop up spillages
Put all waste paper in bins, empty bins and install new bin liners
Ensure cleaning tackle is safely and correctly stored

PROCESS AREA

2 Canteen

Empty bins (after lunch and last thing) and install new bin liners.
Clean and wipe table tops.
Sweep floors each day and mop at least once per week.
Clean and disinfect sink and sink top and wash/clear any dirty dishes
Empty Clean drip tray on water dispenser.
Clean microwave ovens.
Check / Clean refrigerator and throw away food at end of week
Ensure Open area upstairs is clean, tables wiped and litter is in bins
Ensure that there is enough washing up liquid and blue roll and replace if needed

INSTRUMENTS AREA

3 Front, side and overspill car parks and front foyer

Empty all outside bins and fit new bin liners.
Clear any litter from roadways, kerbs, front embankment, grassed areas etc

ELECTRICAL AREA

4 Rear yard area and playing field (incl. goal posts)

Empty bins and fit new bin liners (rear yard and playing field).
Clear litter from field, around fences, rear yard etc.
Clear litter on and around picnic tables
Bring in goal posts. (store at rear of Fabrication workshop)

