

TIDY GREEN CLEAN

HEALTHY, HYGIENIC
ENVIRONMENTS

BACK TO WORK

COMMERCIAL CLEANING:

A GUIDE - DAILY TASKS

1. Communal areas

- Vacuum and mop all flooring.
- Clean door fronts.
- Dust and wipe down surfaces: tables and reception desk.
- Disinfect and sanitise all high traffic areas: handles, buttons, plug sockets and switches.
- Manage consumables.

2. Kitchen and break room

- Clean and disinfect floors.
- Wipe down doors, surfaces, and appliances.
- Disinfect paper towel dispensers.
- Clean and sanitise the sink.
- Clean and sanitise chairs and tables.
- Collect dirty dishes, load and run the dishwasher.
- Clean away any clutter.
- Sanitise fridge handles, microwave buttons, hot water urns, and water cooler taps.
- Restock consumables and sanitiser dispensers.

3. Washrooms

- Mop bathroom floors.
- Sanitise door handles, paper towel dispensers, and hand dryers.
- Wipe down mirrors.

- Clean and sanitise toilets, urinals, and sinks.
- Manage feminine sanitary product disposal & hygiene units.
- Restock toilet paper, paper towels, soap, sanitiser, and other supplies.

4. Offices

- Vacuum and clean floors.
- Dust and wipe all surfaces.
- Sanitise frequently touched surfaces: keyboards, phones, doorknobs, light switches, counters, fax machines, copiers, and other handles.

5. Conference Rooms

- Vacuum and clean floors.
- Sanitise table and chairs.
- Sanitise doorknobs, light switches, counters, and handles.

6. Lift and stairs

- Vacuum and clean floors.
- Sanitise the keypad and handrails.
- Record employees and visitors on your site.

7. Waste management

- Empty bins and waste
- Collect recycling

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A GUIDE - WEEKLY TASKS

1. Communal areas

- Vacuum and mop all flooring.
- Clean door fronts.
- Dust and wipe down surfaces: tables and reception desk.
- Disinfect and sanitise all high traffic areas: handles, buttons, plug sockets and switches.
- Clean glass walls and mirrors.
- Vacuum and dust vents, handrails, picture frames, blinds, upholstery, and shelves.
- Perform plant maintenance tasks.
- Clean window ledges and frames.

2. Kitchen and break room

- Clean out the refrigerator and microwave.
- Shine steel surfaces.

3. Washrooms

- Machine scrub floors.
- Wipe down walls and doors.
- Shine steel metal fixtures and toilet dividers.
- Restock hand washing equipment and products.

4. Offices

- Clean and disinfect shelves and bookshelves.

5. Conference Rooms

- Vacuum and dust vents, picture frames, blinds, and shelves.
- Perform plant maintenance tasks.
- Clean window ledges and frames.

6. Lift and stairs

- Isolate the lift doors and wipe them down.

7. Waste management

- Clean the outside of the bins.

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COMMERCIAL CLEANING:

A GUIDE - MONTHLY TASKS

1. Communal areas

- Polish hardwood floors and shampoo carpets.
- Remove any spots and stains.
- Perform fungus/mould/mildew removal and control.
- Carry out infection advice and control.
- Remove cobwebs from the ceiling.
- Check COVID-19 signage and substitute any damaged materials.

2. Kitchen and break room

- Clean tiles and grout lines.

3. Washrooms

- Clean and disinfect tiles and grout lines.
- Manage floor mat supply and replacement.
- Restock anti-bacterial eco-friendly air fresheners.
- Deep clean toilets (including urinals).

4. Waste management

- Clean wheelie bins and waste storage area.

5. General fitting, replacement and maintenance

- Control fire safety and emergency lighting.
- Perform general building maintenance.
- Do PAT testing and check fire extinguishers.