



Common Cleaning Duties at Schools

Class Rooms and Hallways

- Spot clean and remove finger marks all doors, panels & partitions
- Clean, Sanitise and wipe table tops, desks, chairs
- Clean and sanitise door handles, light switches and power points
- Clean and sanitise all children accessible surfaces
- Spot clean marks from cupboards and cabinets
- Dust and/or Damp wipe skirting boards, window sills and ledges
- Remove cobwebs
- Vacuum all carpeted areas, corners and edges
- Mop hard floors
- Dust shelves and bag shelves

Rubbish

- Empty waste paper and rubbish containers from the premises to collection point
- Replace Bin Liners

Entrance

- Pick up any debris
- Dust skirting boards, window sills and ledges
- Spot clean and remove finger marks from entrance glass
- Clean and sanitise door handles, light switches and power points
- Vacuum floor surfaces, corners and edges
- Mop hard floors
- Cleaning of the Sandpit area outside

Teacher/ Staff Rooms / Meeting Rooms

- Spot clean marks from walls, cupboards and cabinets
- Clean and Sanitize door handles, light switches and power points e Spot clean marks from walls, cupboards and cabinets
- Dust skirting boards and partitions
- Remove cobwebs
- Vacuum all floors, corners and edges
- Dust all desk areas including computer hard drives between desks

Kitchen Areas

- Pick up any debris e Wipe lids to rubbish bins
- Clean and sanitise door handles, light switches & power points
- Clean and wipe sink, taps, bench tops and surrounds Clean outside refrigerator, microwave and fittings
- Spot clean marks from walls, cupboards and cabinets
- Dust and/or Damp wipe skirting boards, window sills and ledges
- Remove cobwebs



- Vacuum all floors, corners and edges
- Mop hard floors by bench

All Toilets and Washroom

- Pick up any debris
- Wipe lids to rubbish bins
- Clean and sanitise door handles, light switches & power points
- Clean and wipe sink, taps, vanity tops and surrounds
- Clean and remove marks from mirrors
- Spot clean and remove marks all doors, panels & partitions Clean and sanitise toilet seats, pans lids and surrounds
- Vacuum and hot mop all floor surfaces

Replenish

- Hand towels
- Toilet paper

The cleaning duties can be customised according to our client's need

Additional Services

1. Term Cleaning
2. Spring Cleaning
3. Window Cleaning
4. Carpet Cleaning
5. Vinyl/ Hard Floor Stripping and Polishing