

Daily Cleaning Schedule

Toilets & Washrooms	Task	Recommended Product Type	Frequency	Initials / Time
Toilets & Washrooms	Clean sinks, taps, and handles	Bathroom cleaner	Daily	
Toilets & Washrooms	Disinfect toilet seats, flush handles	Ready to use disinfectant spray	Daily	
Toilets & Washrooms	Mop floor	Floor cleaner/disinfectant	Daily	
Toilets & Washrooms	Restock soap & paper towels		Daily	
Communal Lounge	Wipe chairs, arms, light switches	Multi surface disinfectant spray	Daily	
Communal Lounge	Vacuum or mop floors	Floor cleaner	Daily	
Communal Lounge	Disinfect remote controls & devices	Alcohol-free sanitising wipes	Daily	
Dining Room	Disinfect remote controls & devices	Food-safe surface sanitiser	Daily	
Dining Room	Mop floors	Floor cleaner	Daily	
Dining Room	Clean chairs	Multi-surface cleaner	Daily	
Dining Room	Wipe light switches & handles	Disinfectant spray	Daily	
Kitchen	Clean worktops & sinks	Kitchen surface cleaner	Daily	
Kitchen	Disinfect food prep surfaces	Food safe sanitiser	Daily	
Kitchen	Mop floor	Degreasing floor cleaner	Daily	
Kitchen	Clean fridge handles & doors	Surface disinfectant spray	Daily	
Kitchen	Empty bins		Daily	
Bedrooms	Disinfect call bells & door handles	Disinfectant wipes	Daily	
Bedrooms	Clean bedside tables & surfaces	Multi-surface disinfectant spray	Daily	
General Areas	Clean handrails, push plates	Disinfectant spray	Daily	
General Areas	Sanitize entry door handles	Disinfectant wipes	Daily	
General Areas	Clean lift buttons & control panels	Alcohol-free sanitising wipes	Daily	
General Areas	Empty and disinfect bins	Bin disinfectant / spray	Daily	