

University of Lincoln Cleaning Specification

This document outlines the cleaning specification to be carried out by our service providers. Please note, any items not included in the list are not covered in the cleaning contract.

Floors:

Carpets:

- | | |
|----------|---|
| Daily - | Spot vacuum traffic areas |
| Weekly - | Thoroughly vacuum, paying attention to corners, edges and under furniture |

Hard surface floors:

- | | |
|----------|--|
| Daily - | Dust control sweep using Maslin cloth |
| Daily - | Spot mop any specific areas of stain using microfiber system |
| Weekly - | Thoroughly scrub using the Tango Scrubber Dryer, ensuring that no build-up of dirt is allowed to accumulate at the edges and corners |

Staircases and Landings:

- | | |
|---------|----------------------|
| Daily - | Dust control and mop |
|---------|----------------------|

Note: Chewing gum must be removed from all types of flooring as soon as possible.

Furniture, Fixtures and Fittings:

Waste Bins:

- | | |
|---------|---|
| Daily - | Empty, clean and replace bin liner as required. |
|---------|---|

Desks, chairs, cabinets, and other horizontal work surfaces:

- | | |
|----------|------------------------------------|
| Daily - | Dust |
| Weekly - | Damp wipe using Microfiber Cloths. |

Note: The University operates a clear surface policy for all areas to be cleaned.

Ledges, skirting boards, fire extinguishers, and radiators:

- | | |
|----------|-------------------|
| Weekly - | Dust or damp wipe |
|----------|-------------------|

Light switches, plug sockets, doors and door frames:

- | | |
|----------|----------------------------------|
| Weekly - | Dust or damp wipe off hand parks |
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Telephones:

Twice Weekly - Wipe and sanitise

Door glass and partition glass:

Daily - Remove marks

Toilets:

Waste Bins:

Daily - Empty, clean and replace bin liner as required.

W.C.'S, Urinals and wash basins

Daily - Clean and disinfect

Weekly - Scour and descale

Mirrors:

Weekly - Dust or wipe to remove marks

Walls, partitions, skirting, radiators and dispensers:

Weekly - Dust or damp wipe to remove marks

Floors:

Daily - Dust control sweep and mop using a germicidal cleaning agent

Weekly - Thoroughly scrub using the Tango scrubber dryer machine

Consumables:

Daily - Replenish soap and toilet rolls from customers own stock

Kitchen/Tea Preparation Area:

Waste Bins:

Daily - Empty, clean and replace bin liner as required.

Sink and work surfaces:

Daily - Clean and damp wipe

Weekly - Sink to be de-scaled

Note: The University operates a clear surface policy for all areas to be cleaned

Walls, ledges, radiators and skirting:

Weekly - Clean and damp wipe

Fronts of cupboards and refrigerators:

Weekly - Clean and damp wipe (do not dispose of any food without authorisation)

Floors:

Daily - Dust control sweep and mop

Note: Staff are responsible for washing their own crockery, cutlery etc

Note: Any graffiti that can be removed in a normal cleaning routine, by daily cleaning operatives should be removed daily.