

Guildhall Cleaning Specification

task	daily	weekly	fortnightly	3 weekly	4 weekly
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COVID PROTOCOLS

fogging ALL areas					
disinfectant of ALL touch points (door handles, light switches etc)					
distribution of Disinfectant wipes etc to ALL personnel					
NB: DO NOT ENTER THE TOWN CLERKS OFFICE					

General Interior

vaccume					
mop hard floors					
dust and polish surfaces					
clean touch points					
clean internal window / doors & frames and skirtings					
cobweb removal					
clean toilets (See toilet cleaning spec)					
clean kitchen					

General External

clean external window & doors & frames (Ground floor only)					
litter pick the within curtilage of the Guild Hall and withing 5m of the building					
removal of debris (leaves etc) within curtilage of the Guild Hall and within 5m of the building					
removal of weeds within the curtilage of the Guild Hall and within 5m of the building					