**Cleaning Schedule – Reception**

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| **Item** | **8am** | **9am** | **10am** | **11am** | **12pm** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** | **9pm** | **10pm** |
| Card Machine |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| iPads |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobiles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Desk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cash Register |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sanitiser Bottle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sofas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reception Desk Chair |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tissue Box |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Front Shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Small Table |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stationary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tip pots |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Front Door |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hoover Floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mop/Disinfect Floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rubbish Bin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Cleaning Schedule – Main Salon**

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| **Item** | **8am** | **9am** | **10am** | **11am** | **12pm** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** | **9pm** | **10pm** |
| Plug Sockets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hairdryers/Straighteners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sanitisation Station |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Water Cooler |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Light Switches & Ring Light |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chairs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Products |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product Shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Glove Boxes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mirrors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tiles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Trolleys |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hoover |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mop/ Disinfect Floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sanitiser Bottles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Radiators |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drinks Bottles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rubbish Bins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coat Hooks, Hangers & Bags |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fan / Purifier |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Cleaning Schedule – Dispensary**

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| **Item** | **8am** | **9am** | **10am** | **11am** | **12pm** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** | **9pm** | **10pm** |
| Door Handles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kettle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot Chocolate Machine |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coffee Machine |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coffee Stand |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Empty Bins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sanitiser Bottle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Counter Tops |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product Shelves & Cupboards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Record Card Box |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Front Shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Microwave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Milk Bottle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Light Switch |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plug Sockets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cleaning Bottles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dryer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Cleaning Schedule – Bathroom**

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| **Item** | **8am** | **9am** | **10am** | **11am** | **12pm** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** | **9pm** | **10pm** |
| Toilet (cistern, seat, bowl, and outside) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sanitary Bin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wipe down bins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wipe down cabinet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Laundry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sink & Taps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Wash, Cream & Sanitiser Bottles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Counter Top |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Radiator |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Light Switch |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Door Handles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Washing Machine |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dishwasher |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bottle Holder Tray |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Towel Rail |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stock Up Hand Towels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toilet Roll Holder |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Cleaning Schedule – Backwashes**

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| **Item** | **8am** | **9am** | **10am** | **11am** | **12pm** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** | **9pm** | **10pm** |
| Bowl |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Seat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Foot Stool |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Products |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Towels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disinfect Floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Colour Bowls |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Light Switches |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plug Sockets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Speaker |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lockers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Radiator |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zoflora down plughole (end of day) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shower Head |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plug Hole |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tap |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Cleaning Schedule – Staff Room**

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| **Item** | **8am** | **9am** | **10am** | **11am** | **12pm** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** | **9pm** | **10pm** |
| Door Handles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Desk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chair |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Printer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sofa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Boards (Start & End of day) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sofa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hoover Floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hoover |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disinfect Floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clothes Boxes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Laptop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bags |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Cleaning Schedule – Laundry (to be laundered after EVERY USE)**

* **Wash on 60 degrees (the usual setting)**
* **Eco egg + washing tablet + 1-2 capfuls of zoflora**

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| **Item** | **8am** | **9am** | **10am** | **11am** | **12pm** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** | **9pm** | **10pm** |
| Masks (submerge in barbicide first) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gowns |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clothing Bags |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hair Towels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Towels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Aprons |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work Clothes (to be washed seperatley) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cleaning Cloths |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Blankets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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