



Scoil Bhríde

Crosshaven, Co. Cork

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## **Cleaning Schedule**

### **Scoil Bhríde Crosshaven**

### **13910N**

#### **Staff Room:**

- Every Day = Tidy and Dust room, clean sink and table, empty rubbish/recycling bin and sweep floor. Sanitize door handles, light switch, window sills and contact points on kitchen machinery.
- Once a Week = mop floor and check fridge.
- Once a Term = defrost and clean fridge and microwave.

#### **Staff Toilets:**

- Every Day = Clean toilets, sinks and floors. Check Toilet paper, soap, and hand-towels. Empty bins. Sanitize door handles, light switch, window sills and contact points.

#### **Halla:**

- Every Day = Check to see if floor needs hovering. Sanitize door handles, light switch, window sills and contact points.
- Once a Week = Hoover floor and clean window ledges.

#### **Offices:**

- Every Day = Sanitize door handles, light switch, window sills and contact points. Empty bins
- Once a Week = Hoover and clean window ledges

#### **Corridors:**

- Every Day = Floors hovered and cleared. Floors and Stairwells are mopped on wet days. Sanitize door handles, stairwell hand rails, light switch, window sills and contact points.
- Once a Week/Fortnight = Floors deep cleaned.

#### **Classrooms:**

- Everyday = Toilets and sinks cleaned, hand-towels and soap restocked. Bins emptied. Floors swept. Infant rooms = floors mopped. Sanitize table tops, door handles, light switch, window sills and contact points. Classroom sink cleaned.



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## Weekly Cleaning Account ( / / )

<b>Monday</b>	<b>Comments/Issues</b>
<b>Signature:</b> <b>Time In:</b> <b>Time Out:</b>	
<b style="text-align: center;">Tuesday</b>  <b>Signature:</b> <b>Time In:</b> <b>Time Out:</b>	
<b style="text-align: center;">Wednesday</b>  <b>Signature:</b> <b>Time In:</b> <b>Time Out:</b>	
<b style="text-align: center;">Thursday</b>  <b>Signature:</b> <b>Time In:</b> <b>Time Out:</b>	
<b style="text-align: center;">Friday</b>  <b>Signature:</b> <b>Time In:</b> <b>Time Out:</b>	
<b style="text-align: center;">Weekend Jobs</b>  <b>Signature:</b> <b>Time In:</b> <b>Time Out:</b>	