

Leisure / Recreation Centre Cleaning Schedule



General

Reception Area / Offices	Frequency	Time	M	T	W	T	F	S	S	Initials
Desks										
Chair										
Till										
Hand Held Terminal (PDA)										
PC's and monitors										
Floor										

Cafeteria	Frequency	Time	M	T	W	T	F	S	S	Initials
Bar										
Tables / Chairs										
Empty Waste / replace bags										

Stair Ways /Corridors	Frequency	Time	M	T	W	T	F	S	S	Initials
Bannisters										
Doors										
Floors										

Week ending:	
Checked by:	

Sports Facilities

Gymnasium	Frequency	Time	M	T	W	T	F	S	S	Initials
Equipment										
Water cooler										
Floor										
Door										

Sports Hall / Fitness Studios	Frequency	Time	M	T	W	T	F	S	S	Initials
Equipment										
Floor										
Door										

Squash Court(S)	Frequency	Time	M	T	W	T	F	S	S	Initials
Floor										
Door										

Wash Room Facilities	Frequency	Time	M	T	W	T	F	S	S	Initials
Toilet										
Sinks - taps										
Soap Dispensers										
Toilet Roll Dispensers										
Dryers										
Floor										

Swimming Pool	Frequency	Time	M	T	W	T	F	S	S	Initials
Pool Area										
Equipment										
Chairs / seats										
Door										

Changing Rooms	Frequency	Time	M	T	W	T	F	S	S	Initials
Benches / cubicles										
Clothes hangers										
Lockers										
Showers										
Floor										
Empty Waste / replace bags										
Door										

	Frequency	Time	M	T	W	T	F	S	S	Initials

