



K.C.C.

Cleaning Roster

Policies and Procedures: Appendix 2

TERM: _____ WEEK: _____ DATE: Monday _____ to Friday _____

DAILY

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Rubbish cleared					
Toilets/handbasins cleaned					
Toilet paper/ towels replenished					
Carpets vacuumed					
Vinyl swept					
Kitchen surfaces cleaned					
Dishes washed and put away					
Table tops wiped down					
Cloak area tidied					

WEEKLY

DAY COMPLETED	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Vinyl floors mopped					
Tea towels/cloths washed					
Fridge cleaned					
Microwave cleaned					
Resources tidied					
Ledges dusted					