



# 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					