

Spaces and Facilities Cleaning Checklist

(Specify which area/s the checklist applies to)

Daily tasks

Task	When	Who	How

Your organisation might employ a cleaner to look after the toilets, but volunteers clean the collection areas.

Specify what tools to use – for some tasks wiping with cloths may be appropriate , for others vacuuming might be more effective.

Weekly tasks

Task	When	Who	How

Regular vacuuming of floors can make a big difference to the amount of dust affecting your collection.

Monthly tasks

Task	When	Who	How

Depending on visitor traffic, dust access and the purpose of the space it may be necessary to vacuum the floor every week, but only necessary to clean the window sills every month, and the walls and ceilings every one or two years.

Quarterly tasks

Task	When	Who	How

There may be changes that can be made to the way spaces are laid out or used that would reduce cleaning frequency.

Annual tasks

Task	When	Who	How

Consider safety and provide appropriate equipment for doing tasks above head height (such as taking down light fittings for cleaning or cleaning them in situ).