

## CLEANING MATRIX

	FM will	User will
Classrooms and Lecture Theatres	Clean floors, tables and pick up litter daily Clean white/black boards weekly	Remove their rubbish Clean the white/black board
Hot desk spaces	Clean floors, wipe the desks, sills, skirting boards, and any free spaces weekly	Tidy the space, wipe whiteboards if required and remove their rubbish
Study spaces and communal areas	Clean floors, tables and pick up litter daily	Remove their rubbish, clear their spillages
Offices	Clean floors, sills, skirting boards and any free spaces weekly in multi occupancy spaces, and fortnightly in single occupancy spaces	Clean their desk, whiteboards if required and remove their rubbish
Laboratories	Remove general waste daily, Clean floors weekly Restock soap and paper roll where applicable.	Clean the workbench, remove hazardous waste. Provide the vacuum cleaner for FM to use for all labs of grade two and above.
Kitchenettes	Remove general waste daily, clean the floor, worktop (if free), skirtings and sills weekly	Clean their dishes, kitchen appliances, remove own recycling to appropriate internal or external recycling points
Toilets, shower rooms and changing areas	Cleaned and restocked daily	Not leave any personal items behind
Catering outlet spaces	Empty waste bins and clean the floor daily	Dispose of their rubbish  Catering staff will clean the tables.
Catered accommodation	Clean the communal toilets and spaces daily Carry out regular room inspections	Clean their room and remove waste
Self-catered accommodation	Clean the kitchen and communal spaces weekly, clean the toilets and shower facilities 4x per week (depending on your Service Level Agreement), Carry out regular room inspections	Clean their room and remove waste, clean as they go

Please note that the above list is not exhaustive. For more detailed information please contact your area Cleaning Manager [here](#)