End of Day

Other Areas

Task	Completed by
Welcome area	
Hoover Hallway	
Clean doors and glass panels with glass cleaner	
Check the main entrance out front for cigarette ends	
Ball collect from the car park	
Toilets	
Clean all sinks	
Wipe down all toilets and bins	
Empty all bins	
Re stock all toilets with paper, towels etc	
Clean mirrors	
Hoover and Mop every toilet	
Little Kitchen	
Put all washing up away	
Empty bin	
Wipe sides	
Wipe down draining board	
Hoover and Mop	
Ensure all cleaning products are put away properly	
Ensure the window is closed	