

<b>TITLE OF FORM:</b>			
Number of pages:		Procedure Number	
Prepared by:	Date:	Approved by:	Date:
Designation		Designation	

### Cleaning Schedule Quarter

Activity	Month:				Month:				Month:			
	WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4
Sweeping floors	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Mopping floors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dusting shelves				✓				✓				✓
Dusting supplies				✓				✓				
Washing windows						✓						

**NB:** each time an activity is done; the person who does it should sign and date it

#### HINTS

- The floors should be swept including the hidden corners. Mopping of the floors should be done using clean soapy water.*
- The windows should be cleaned to prevent accumulation of dust that would end up in the store*
- The shelves should be dusted using dry brooms or cloth to remove dust. To avoid exposing supplies to moisture, do not use wet brooms or cloth*
- The loose units of supplies and sealed cartons should be dusted with dry broom or cloth. A wet duster could spoil the label on the container or carton if there was dust on the container or carton*

Review Date:							
Date Reviewed:							
Signature:							

