

Cleaning schedule

How can you keep work areas clean and tidy?



Keep this area clean and tidy

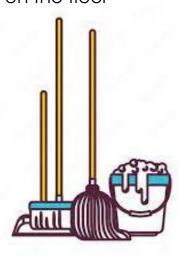


Put all rubbish in the bin

Keep all work areas clear and tidy



Clean up any spills on the floor



Keep the communal areas clean and tidy





Cleaning schedule

Complete the cleaning schedule, listing the tasks, equipment needed and who is responsible for the task.

Task	Equipment needed	Who is cleaning it?	Completed- yes or no?