

**Job Description**

Cleaning to be carried out as specified.

All cleaning materials should be kept in the cleaning cupboard. (These are to be supplied by CCS) Vacuum, mops and bucket also stored in cleaning cupboard.

Cleaning comprising:

* Emptying of bins throughout
* Wipe down all hand contact surfaces with Spray including:

- All door handles

- Switches

- Tables and desks

- Printer and keyboards

- Cabinet and drawer doors

- Taps

* Toilets: clean of toilet and sink/ restock toilet rolls etc
* Kitchen area: wipe down and clean of worktops and sink
* Dust open desk space
* Vacuum throughout and mop hard flooring
* Dust of skirtings
* Clean of internal glass windows

***CCS (City Cleaning Services) Limited***

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