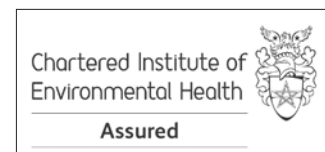


Month / Year -			Sign - when completed																																
CMC	Equipment or Surface	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
48	Stripping Polish from Floors	As required																																	
49	Polishing Floors	As required																																	
50	Cleaning & Polishing Floors	As required																																	
51	Hard Floors	As required																																	
52	Carpets	As required																																	

Completion of Record

- 1 Photocopy template cleaning record. Enter Month and Year in top box
- 2 Complete record throughout the month - as indicated in example below
- 3 At end of month file the record - as evidence of the cleaning carried out



Example

Month / Year - Jan 2014			Sign - when completed										
	Equipment or Surface	Frequency	1	2	3	4	5	6	7	8	9	10	11
3	Sinks	Daily	sw	sw	sw	sm	sm	sm	sw	sw	sw	sm	