

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				
56	Toilets	Daily																																			
57	Sinks and Baths	Daily																																			
58	Mould and Mildew Removal	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	