

Caretaker's Duties and Frequencies

This is a description of caretaker's general duties where applicable

Daily	Inspect play areas and seating areas for hazards such as broken glass, sharps and faulty or damaged equipment and sweep - (daily inspect only on weekends)
Daily	Sweep and wash entrance halls and porch ways
Daily	Check security of roof access - (daily Mon-Fri)
Daily	Sweep and wash lift floors and where necessary lower parts of walls
Daily	Clean/tidy dust chutes and bin chambers
Daily	Remove bulky refuse from all internal and external areas to a safe storage point as necessary
Daily	Check estate lighting replacing bulbs/tubes where necessary wipe clean shade and fitting before replacing
Daily	Report and/or remove graffiti from communal areas. Offensive graffiti - (daily Mon-Fri) All other graffiti - (weekly)
Daily	Check security of tank rooms - (daily Mon-Fri)
Daily	Check and report any faults with security of door-entry systems and other secure areas
Daily/Weekly	Check chutes for blockages clear/report as necessary - (daily) Wash external parts of hopper and surrounding wall and flooring - (weekly)
Three Times Weekly	Remove litter and leaves from grass areas and shrub beds
Twice Weekly	Sweep all car parks/parking areas
Twice Weekly	Sweep and wash bin chambers with disinfectant
Weekly	Remove scuffmarks and all other marks on doors landings and staircases (internal and low level external surfaces only)
Weekly	Wash all ledges including internal window sills
Weekly	Sweep and wash stairs, landings - (checks to be made on a daily basis to remove any fouling/sweep and wash weekly)
Weekly	Clean handrails and ledges and banister rails
Weekly	Check security of intakes and sweep, removing all unauthorised items
Four Weeks	Clean/dust light fitting external surfaces including shades/covers
Four Weeks	Clean lift doors (internal). Clean lift car door panels and frames on all floors (external)
Eight Weeks	Clean all communal windows on doors/landings and staircases, internal and low level external faces only

The caretaker's full duties may not be carried out during caretaker's absence, you can contact the person below for further information about their tasks.

Please contact Tel number