|  |  |
| --- | --- |
| Determine your cleaning regimes and frequencies for your site based on business needs | [ ]  Yes [ ]  No |
| Appoint suitably competent contractors, having taken references | [ ]  Yes [ ]  No |
| Consider the safety of cleaning contractors | [ ]  Yes [ ]  No |
| Provide details of the location of any asbestos containing materials | [ ]  Yes [ ]  No |
| Provide cleaning staff with details of your fire emergency procedures | [ ]  Yes [ ]  No |
| Ensure suitable first aid arrangements are in place for cleaning operatives | [ ]  Yes [ ]  No |
| Provide site information to cleaning staff and consider the need to provide it in languages other than English if necessary | [ ]  Yes [ ]  No |
| Consider the access requirements for cleaning contractors | [ ]  Yes [ ]  No |
| Identify any areas that would be considered out of bounds or where restrictions might apply | [ ]  Yes [ ]  No |
| Address work at height requirements for window cleaners | [ ]  Yes [ ]  No |
| Review the health and safety if your building was recently built or refurbished | [ ]  Yes [ ]  No |
| Draw up an inventory of all chemicals and substances used in cleaning operations | [ ]  Yes [ ]  No |
| Make sure that suitable COSHH assessments are carried out | [ ]  Yes [ ]  No |
| Determine what personal protective equipment (PPE) is required for cleaning staff | [ ]  Yes [ ]  No |
| Where healthcare is provided make sure that cleaning regimes take account of standards of personal hygiene and infection control  | [ ]  Yes [ ]  No |
| For catering facilities ensure that high standards of personal hygiene are adopted with ducts and flues regularly inspected and cleaned | [ ]  Yes [ ]  No |
| For catering facilities establish a periodic deep clean schedule | [ ]  Yes [ ]  No |
| Make sure that cleaning equipment is subject to suitable maintenance regimes | [ ]  Yes [ ]  No |
| Where fall arrest, access equipment and safety devices are provided make sure that they are subject to adequate inspection and testing. **Disclaimer**These example forms, checklists and model policies are provided by Hettle Andrews for general guidance on matters of interest. In making these documents available to a general and diverse audience it is not possible to anticipate the requirements or the hazards of any subscriber’s business. Users are therefore advised to carefully evaluate the contents and adapt the forms and checklists to suit the requirements of each situation. Hettle Andrews does not accept any liability whatsoever for injury, damage or other losses which may arise from reliance on this information and the use of these documents.Copyright of these documents remains with Hettle Andrews and whilst subscribers are permitted to make use of them for their own purposes, permission is not granted for resale of the intellectual property to third parties.  | [ ]  Yes [ ]  No |

**Disclaimer**

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