|  | **Completed** | **N/A** | **Comments** |
| --- | --- | --- | --- |
| Determine your cleaning regimes and frequencies for your site based on business needs |  |  |  |
| Appoint suitably competent contractors, having taken references |  |  |  |
| Consider the safety of cleaning contractors |  |  |  |
| Provide details of the location of any asbestos containing materials |  |  |  |
| Provide cleaning staff with details of your fire emergency procedures |  |  |  |
| Ensure suitable first aid arrangements are in place for cleaning operatives |  |  |  |
| Provide site information to cleaning staff and consider the need to provide it in languages other than English if necessary |  |  |  |
| Consider the access requirements for cleaning contractors |  |  |  |
| Identify any areas that would be considered out of bounds or where restrictions might apply |  |  |  |
| Address work at height requirements for window cleaners |  |  |  |
| Review the health and safety if your building was recently built or refurbished |  |  |  |
| Draw up an inventory of all chemicals and substances used in cleaning operations |  |  |  |
| Make sure that suitable COSHH assessments are carried out |  |  |  |
| Determine what personal protective equipment (PPE) is required for cleaning staff |  |  |  |
| Where healthcare is provided make sure that cleaning regimes take account of standards of personal hygiene and infection control  |  |  |  |
| For catering facilities ensure that high standards of personal hygiene are adopted with ducts and flues regularly inspected and cleaned |  |  |  |
| For catering facilities establish a periodic deep clean schedule |  |  |  |
| Make sure that cleaning equipment is subject to suitable maintenance regimes |  |  |  |
| Where fall arrest, access equipment and safety devices are provided make sure that they are subject to adequate inspection and testing.  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by:** |  | **Signature:** |  |
| **Date completed:** |  | **Review date:** |  |

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