

Caretakers duties and frequencies

Frequency	Duty
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 porchways
Daily	Check security of roof access - daily Monday-Friday
Daily	Sweep and wash lift floors and where necessary lower parts of walls
Daily	Clean/tidy dust chutes and bin chambers
Daily	Move bulky refuse from 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 Monday-Friday. All other graffiti - weekly
Daily	Check security of tank rooms - daily Monday-Friday
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 a week	Sweep pathways and paved areas
Three times a week	Remove litter and leaves from grass areas and shrub beds
Twice a week	Sweep all car parks/parking areas
Twice a week	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 internal lift doors. Clean lift car door panels and external frames on all floors
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 call 020 7527 6875 for further information about their tasks.