

# Caretaker's Duties and Frequencies

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

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