

## CLEANING ROSTER AND REGISTER

	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
<b>Reception</b>														
Tidy desk / filing														
Wipe down desk / phones														
Vacuum														
Empty rubbish bins														
<b>Bathrooms</b>														
Clean toilets														
Clean showers														
Refill toilet / hand paper														
Refill soap														
Vacuum floors														
Mop floors														
Empty rubbish bins														
<b>Gym Floor</b>														
Put equipment away														
Clean mirrors														
Wipe down all equipment														
Vacuum														
Empty rubbish bins														
<b>Cardio Studio</b>														
Wipe down equipment														
Vacuum floor														
Clean windows														
Empty rubbish bins														

**Comments / Notes for Management:**

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