

# Auction Yard Toilets Specification

## CUBICLES DAILY CLEANING AND CHECKS

Remove all rubbish, dirt or graffiti inside each cubicle
Check for cobwebs and remove
Wash the stainless steel in hot water and polish dry
Isolate the hand wash and clean the hand wash thoroughly
Open the litter bin/sanitary waste chute and check chute is clean
Smear ALL stainless steel with light oil (baby or similar)
Clean and polish the steel mirror with glass polish
Mop floor with a hard surface cleaning agent mop and leave damp dry using rubber blade
Check WCs Flush & water is not running in the pan
Hand Wash delivers soap, warm water, and hot air. Water not running continuously
Check flush on exit
Check lights and fans - replace tubes as required. Report if fan not working.
Check for loose screws on doors and door keeps. Tighten as required
Check the vacant and engaged indicators are working.
Check the privacy lock engages and disengages easily
Correct any defects and report those that cannot be completed by the cleaner.

## EXTERNAL DAILY

Check for graffiti and remove
Collect all litter and rubbish
Sweep the front landing
Remove all cobwebs and insects
Polish all PVC signs and information boards
Check for any weeds and growth and remove

## SERVICE BAY DAILY CHECKS

Empty waste bins daily and remove rubbish to the tip
Top up toilet rolls
Weekly check soap containers and replenish
Monitor the rainwater harvester - report any problems
If the filling rate of the pump slows consider changing filters
Check the hand wash soap is delivered correctly - change soap hoses as required

## WEEKLY CHECKS

Check floor tiles aren't black-if so a strong solution of cleaner + green scourer
Check that the floor tile covers are not turning black from mopping - Use a strong solution of hard surface cleaner and green scouring pad to remove stains
Polish hand rails with a metal polish and buff
Service bay door and oil
Monitor temperature and switch ON/OFF Frost Protection
Monitor Temperature and weather conditions. Switch underfloor heating ON/OFF

## MONTHLY CHECKS

Deep clean the wall tiling start at top and work down. Polish dry
Check the light frames, clean and oil
Check the extraction grill and oil
Check light fittings for debris-
Check the conditions of the ceilings and repaint as necessary

## MONTHLY EXTERNAL CHECKS

Wash off the rainwater harvester covers
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