

# HELLO<sup>®</sup>

## STUDENT

### Task Specification

#### Security Walks

- Starting at the top of the building
- Walk down the stairs and check each floor any issues, litter, damages, cleaning issues or noise/ behaviour issues. Ensuring all doors are securely closed
- Check all ground floor areas floor any issues, litter, damages, cleaning issues or noise/ behaviour issues. Ensuring that doors are securely closed
- Check the outside of all buildings have no non-residents located and ensuring all doors are securely closed.

#### Laundry Cleans

- Doors and handles wiped clean with anti-bac spray
- Vision panels and all glass/mirrors polished and smear free
- Bins emptied of rubbish and re-bagged
- Dryer Lint removed
- Machines wiped including inside doors and drawers (if applicable)
- Floors hoovered and/or mopped
- Surfaces are wiped/polished
- Pictures/notice boards/planters are dusted

#### Internal Cleans

These are as follows:-

#### Lifts

- Any rubbish removed
- Call buttons wiped clean with anti-bac spray
- Mirrors and glass polished and smear free
- Doors and inside cab walls wiped and clean

#### Corridors

- Any rubbish removed and corridors kept clear
- Doors and handles wiped clean with anti-bac spray
- Vision panels and all glass/mirrors polished and smear free
- Floors hoovered and/or mopped
- Lift doors are cleaned and polished
- Pictures/notice boards/planters are dusted

#### Stairs

- Any rubbish removed and stairs kept clear
- Doors and handles wiped clean with anti-bac spray
- Vision panels and all glass/mirrors polished and smear free
- Banisters cleaned and wiped with anti-bac spray
- Floors hoovered and/or mopped
- Pictures/notice boards/planters are dusted

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### Litter Picks / External Cleans

- All litter is picked in front/ in close proximity to the building
- All cigarette ends are swept and cleared from the Area
- Spillages are cleaned
- Remove Stickers and chewing gum

### Covid Cleans

- See separate folder
- To be done in conjunction with Security Walks

### Victoria Bin Store

- Bins are taken from bin store to curb outside of the building to be collected that morning. Would advising doing this in the last couple of hours of the Wednesday night shift.

### 99 & 77 Bin Store

- Bins are taken from bin store to curb outside of the building to be collected that morning. Would advising doing this in the last couple of hours of the Sunday night shift. Please note, that if Monday falls on a Bank Holiday, then will need to be done the following day.

### Reception Clean

- Furniture is repositioned in place (chairs tucked in etc)
- Furniture wiped clean
- Cushions fluffed and straightened
- Floors hoovered and/or mopped
- Surfaces are wiped/polished
- Pictures/notice boards/planter are dusted