

NEW CENTURY CONTRACT CLEANING SERVICES  
29 FERN WAY WATFORD, HERTS. WD25 0HQ  
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E: [enquiries@ncccs.co.uk](mailto:enquiries@ncccs.co.uk) Website: [www.ncccs.co.uk](http://www.ncccs.co.uk)

## SCHEDULE FOR CLEANING OF COSMETIC SURGERY CLINICS

### six times per week

*Operators to enter and exit the premises making sure doors are always securely closed behind and Alarm properly set.*

### Monday, Tuesday, Wednesday, Thursday, Friday and Saturday

- Empty contents of waste bins into refuse sacks.
- Collect all general rubbish and litter secure and remove to refuse disposal point.
- Replenish liners and refuse sacks when required.
- vacuum carpeted areas.
- Mop and disinfect hard floors

**KITCHEN:** Collect and wash all cups, mugs, cutlery and glasses; place them back in cupboards; clean and disinfect work surfaces, tops, sinks and taps; exterior of kitchen units & fridge; clean microwave in/out plus appliances & wash and disinfect kitchen floor.

**TOILETS AND WASHBASINS:** to be washed thoroughly; clean mirrors, disinfect floors and clean tiles if necessary; replenish toilet rolls & fill hand towels & soap dispensers.

**OFFICES:** Clean all desks without upsetting paper work; clean sills and skirting boards; clean-disinfect telephones; dust computers.

**TREATMENT ROOMS:** Keep desks clean; clean-disinfect washbasins; wipe down doors especially around handles; keep window-sills & skirting dust-free and mop floors.

**MAIN ENTRANCE HALL:** Clean high ledges, walls, table and floor.

Company Registered In England No: 03846799 VAT No: 761520351

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**RECEPTION ROOMS:** keep the coffee machines clean-tidy, removing and washing the removable parts; wipe down sofas and leather seats when required; clean under and behind seats; clean floors accordingly and remove News Papers everyday from main reception area table replacing them with the new ones.

**FRONT DOOR:** Keep the front door cleaned in/out including glass and cooper items (brass). Sweep stairs when necessary.

**OUTSIDE BASEMENT AREA:** Pick up litter and sweep floor when required.

**GENERAL:** Remove finger marks and spillages from doors; clean-disinfect light-switches; wipe down chairs & table legs. Keep ledges dust-free and wash water cooler drip trays on a regular basis.

**WINDOW CLEANING:** Done every month; the cleaning will cover windows in and out. Dates for the cleaning arranged accordingly..

Our operators will use water fed poles and purified water which clean the glass without leaving straight lines on it. This system cleans the window frames very well and eliminates the use of ladders preventing potential accidents and damage to the property.

**TREATMENT ROOMS DEEP CLEANING:** Every six months and dates arranged accordingly with Clinic Manager.

Rooms to be deep cleaned: Nurse Rooms 1 and 2 - Laser Rooms 1 and 2  
Mole Room and Micro Room

**FRIDGE:** Interior to be cleaned on a weekly basis either Sunday or Monday morning.

**KITCHEN CUPBOARDS:** Empty and clean them inside every 6 months.

**CLEANING CUPBOARD:** To be cleaned every 4 months and keep it tidy at all times.

**Finally: NCCCS will ensure that all relevant sanitation logs are completed on a daily basis.**

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