

Cleaning schedule Helix, Gildemeestersplein 1 Arnhem

Weekly cleaning (in odd weeks)

Element	Activity	MO	TU	WE	TH	FR
Entrancefloor and doormat	Hoovering and mopping	X		X		
Entranceglass	Cleaning (inside-outside)	X				
Elevator floor	Hoovering and mopping	X		X		
Elevator walls	Cleaning (inside-outside)	X				
Staircase Ground floor – 2nd floor	Sweeping and mopping		X			
Halls Ground floor – 18th floor	Hoovering		X	X	X	X
Laundryroom 3rd floor – 18th floor	Hoovering and mopping		X	X	X	X
Doors (glass) (general area)	Cleaning		X	X	X	X
Common sanitary space 3rd floor – 18th floor	Mopping and cleaning walls and sanitary				X	X

Once a month / Once a year / Once every two years

Element	Activity	Schedule
Letterboxes and doorbells	Cleaning	First week of the month
Staircase 3rd – 18th floor	Sweeping and mopping	Second week of the month
Edges and ledges (general area)	Cleaning	Third week of the month
Stairwall guardrail	Cleaning	Second week of the month
Elevator ridges	Scraping	First week of the month
Storage corridors	Removing cobwebs	4th week of the month
Storage corridors	Sweeping	4th week of the month
Bicycle / moped parking	Removing cobwebs	4th week of the month
Bicycle / moped parking	Sweeping	4th week of the month
Entrancefloor Ground floor	Cleaning (machine)	Third week of the month
Stairwall, portals and indoorcorridors	Removing cobwebs	Second Wednesday
Carpet in corridor	Cleaning	Week 6 once every two years (even years)
Filter of hoods (276 pieces)	Cleaning and exchange	Week 7

Glass

Element	Activity	Number of the week
Glass in the external wall Ground Floor – 2 nd floor	Outside cleaning	Week 5 and week 34
Glass in the external wall 3 rd floor – 18 th floor	Outside cleaning	Week 5 and week 34
Glass in the external wall (patio)	Inside cleaning	Week 5 and week 34
Glass in the external wall (patio)	Outside cleaning	Week 5 and week 34
Inside glass	Double side cleaning	Week 5 and week 34