

STEPS	FRIDAY	FREQUENCY
1.	Once you have arrived at the centre; <ul style="list-style-type: none"> <li>• Sign into Lighthouse</li> <li>• Get key from lockbox</li> <li>• Unlock door</li> <li>• Unset alarm</li> </ul>	Every day
2.	Open Lighthouse and check if any open issues have been assigned to you. If there is no issue assigned to you, proceed to the next step. If there's an issue assigned to you, open the issue, and read the comments and any photos if applicable. Complete the required issue, ensuring to take photos and provide any comments. Once completed you can close the issue and continue to the next step.	Every day
3.	In lighthouse click the blue + button & start General Cleaning Tasks (Goodstart). Press the now button to capture start time.	Every day
4.	Clean main entry glazing – external & internal. Take photo & add to Lighthouse task.	Every day
5.	Clean reception counter & desk; spot clean finger marks & stains from all doors, walls & glazed partitions, including frames & jambs & stainless steel/metal surfaces. Damp wipe all visible surfaces whether dust is visible or not. Take photo & add to Lighthouse task.	Once a Week
6.	Sanitise clean touch surfaces including door handles/knobs/light switches/walls/railings. Take photo & add to Lighthouse task	Every day
7.	Once completed, in lighthouse tick task completed & ensure all photos have been attached. Then submit General Cleaning Tasks (Goodstart)	Every day
8.	In lighthouse click the blue + button & start Amenities Cleaning Tasks (Goodstart). Press the now button to capture start time.	Every day
9.	Sanitise clean child bathroom including child toilet suites, walls, privacy partitions, mirrors, soap dispensers, hand driers & splash backs. Also, vanity benches/basins, hand basins. Any water-based paints are to be cleaned & removed. Disinfect & clean nappy change stands. Sanitise clean staff & visitor toilets including toilets suite/s, vanity basin/s & splash back, mirrors & door handles. Take photos & add to Lighthouse task.	Every day
10.	Once completed, in lighthouse tick task completed & ensure all photos have been attached. Then submit Amenities Cleaning Task (Goodstart)	Every day
11.	In lighthouse click the blue + button & start Floor Cleaning Task (Goodstart). Press the now button to capture start time.	Every day
12.	Vacuum floors, door tracks & window sills. Take photo(s) & add to Lighthouse task	Every day
13.	i-Mop hard floors. Take photo(s) & add to Lighthouse task	Every day
14.	Once completed, in lighthouse tick task completed & ensure all photos have been attached. Then submit Floor Cleaning Tasks (Goodstart)	Every day
15.	Once you have finished your shift & all cleaning tasks have been completed; <ul style="list-style-type: none"> <li>• Ensure all windows/doors are shut &amp; locked</li> <li>• Turn off all lights</li> <li>• Set alarm</li> <li>• Exit &amp; ensure main door is locked.</li> <li>• Place key into lock box &amp; close, ensuring it is secure</li> <li>• End shift &amp; log out of Lighthouse</li> </ul>	Every day