

## Cwmdu Shop Inn and Post Office – Annual Deep Clean List

Blue Room	<p><b>Clean table tops</b>  <b>Hoover carpet</b>  Dust all shelves  Dust and clean pictures  Check chairs  Fix any broken  Check and sort books  Box duplicate books for charity shop  Wipe and clean sink  Check door shutters and wedges  Check walls for paint work  Touch up paintwork as needed</p>	Weekly
Ladies Toilet	<p><b>Clean toilet</b>  <b>Clean bath</b>  <b>Clean sink</b>  <b>Mop floor</b>  <b>Change towels</b>  Check all towels for holes/suitable  Check airing cupboard  Check walls for paint work  Touch up paintwork as needed</p>	Weekly
Upstairs restaurant	<p><b>Hoover rugs</b>  Wash all tablecloths  Wash all table covers  Clean dresser  Clean picture frames  Mop floor  Check chairs for wobble  Check tables for wobble  Check walls for paint work  Touch up paintwork as needed</p>	Weekly
Bar Stock Room	<p>Take out any boxes/plastic  Sort bottles/cans  Check walls for paint work  Touch up paintwork as needed</p>	
Attic Stock Room (shop)	<p>Take out any empty boxes/plastic  Sort stock  Check walls for paint work  Touch up paintwork as needed</p>	
Attic Store Room	<p>General Tidy  Check tents (summer)  Check walls for paint work  Touch up paintwork as needed</p>	
Men's Toilet	<p><b>Clean toilet</b>  <b>Clean sink</b>  <b>Mop floor</b>  Check toilet roll holder not loose  Change towels  Walls; clean, paint if needed  Door; clean, paint if needed  Outside door; clean, paint if needed  Clean skylight (summer)</p>	Weekly

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Outside Toilet	<p><b>Clean toilet</b>  <b>Clean sink</b>  <b>Mop floor</b>            Clean paintwork            Paint walls and door if needed</p>	
Freezer Room	<p>Empty freezers and check dates            Only keep what has been labelled and is in date            Walls; check paint work            Paintwork, clean paint if needed</p>	
Restaurant	<p><b>Clean tables</b>  <b>Mop floors</b>            Clean chairs            Check tabs on chair cushions and fix if necessary            Check walls for paint work            Touch up paintwork as needed</p>	
Bar (service area)	<p><b>Mop floor</b>            Clean all shelves            Clean all glasses            Clean and bleach ice machine            Sort beer mats, discard old/torn            Check walls for paint work            Touch up paintwork as needed</p>	
Bar (public)	<p><b>Wipe Tables</b>  <b>Mop floor</b>  <b>Dust and polish bar</b>  <b>Dust and polish window sill</b>            Dust pictures clean glass            Dust and clean mantelpiece            Check chairs for wobble (fix or remove broken)            Check tables for wobble (fix or remove broken)            Check: pews           <ul style="list-style-type: none"> <li>- Fireplace – clean, check paintwork and touch up if needed</li> <li>- Window – clean, check and polish if needed</li> </ul> </p>	
Hall and stairs	<p><b>Mop Floors and stairs</b>            Check banisters for wobble            Check stairs for splinters            Check walls for plaster and paint            Check walls for paint work            Touch up paintwork as needed            Deal with plasterwork as needed (contact NT?)</p>	
Shop Hall and stairs	<p>Clear stairs            Mop floors            Check walls for paint work            Touch up paintwork as needed</p>	
Shop	<p>See shop weekly cleaning schedule for cleaning tasks  <b>Cobwebs</b>            Check walls for paint work            Touch up paintwork as needed</p>	