

# Entry & Exit Procedures



Daily Routine	Weekly - Spring Cleaning Per Area
3-Day Working Schedule	Monday - Wednesday - Friday
<p><b>1st thing in the Morning: (Entry Procedure)</b></p> <ul style="list-style-type: none"> <li>* Arrive: 07:15</li> <li>* Change into uniform</li> <li>* <b>Sign Timesheet &amp; Start: 07:30</b></li> <li>* Open Curtains</li> <li>* Switch off all lights</li> <li>* Collect dishes from all rooms</li> <li>* _____</li> <li>* _____</li> <li>* _____</li> </ul>	<p><b>Mondays - Only for Spring Clean Area</b></p> <ul style="list-style-type: none"> <li>* Clean marks on walls</li> <li>* Clean light switches &amp; fittings</li> <li>* Clean skirtings, door frames &amp; cornices</li> </ul>
	<p><b>Wednesdays - Only for Spring Clean Area</b></p> <ul style="list-style-type: none"> <li>* Windows inside &amp; outside</li> <li>* Burglar bars &amp; window sills</li> <li>* Curtain rails / Blinds</li> </ul>
	<p><b>Fridays - Only for Spring Clean Area</b></p> <ul style="list-style-type: none"> <li>* Polish / oil wooden Furniture</li> <li>* Clean stove / oven</li> <li>* Move furniture &amp; appliances</li> </ul>
<p><b>3-Day Working Schedule</b></p> <p><b>Before Leaving: (Exit Procedure)</b></p> <ul style="list-style-type: none"> <li>* Is the kitchen clean</li> <li>* Close all windows</li> <li>* All lights off</li> <li>* All chemicals put away</li> <li>* All cloths &amp; equipment put away</li> <li>* <b>Finish Time: Sign Timesheet :16:00</b></li> <li>* Change</li> <li>* _____</li> <li>* _____</li> <li>* _____</li> </ul>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>* _____</li> <li>* _____</li> <li>* _____</li> <li>* _____</li> <li>* _____</li> <li>* _____</li> <li>* _____</li> <li>* _____</li> </ul>

**Skitterblink - Empowering 10 000 Dreamers**  
Your Sprarkling Solution