(Mira –kitchen in the morning, Anna, Lenka, Ela, Ozge – afternoon, Lidia- weekend, monthly )

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Kitchen** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Time** | What should be cleaned and disinfected | week | | | | | week | | | | | week | | | | | week | | | | | week | | | | |
| Mo | Tu | We | Th | Fr | Mo | Tu | We | Th | Fr | Mo | Tu | We | Th | Fr | Mo | Tu | We | Th | Fr | Mo | Tu | We | Th | Fr |
| **After**  **Break**  **fast** | Sink1&2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Handles, door, handbasin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Counters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **After lunch** | Sink1&2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Handles, door, handbasin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Counters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor -sweep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organic bin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **After**  **6pm** | Sink 1&2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Handles, door, handbasin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Counters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor- hoover |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor-mop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| microwave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| bins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Friday** | fridge |  | | | | |  | | | | |  | | | | |  | | | | |  | | | | |
| **Monthly** | Shelves, cupboards, windows |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Bedroom** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Friday** | Cots |  | | | | |  | | | | |  | | | | |  | | | | |  | | | | |
| **After 6** | Floor (Hoover&mop) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Corridors, office, reception** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **After**  **6pm** | chairs, shoe rack |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor (hoover &mop) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Week**  **end** | Boxes, baseboards, radiators, counters |  | | | | |  | | | | |  | | | | |  | | | | |  | | | | |
| **Garden** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Before lunch** | Sand pit&kitchen (tidy up) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toys (arranged in a shed) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **After 6pm** | Toys&surfaces (steamer) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |