



Day Janitor Specification

Customer

Full Address

Contact Details

Day Janitor Specification

Role Purpose

The Day Janitor is responsible for maintaining a clean, safe, hygienic, and presentable environment throughout operational hours. The role provides continuous support to high-traffic and shared areas to ensure standards are consistently maintained between scheduled cleaning activities.

Areas Covered

The Day Janitor service applies to:

- Reception areas
- Corridors and circulation areas
- Meeting rooms
- Offices and open-plan areas
- Staff rooms and breakout areas
- Canteen and kitchenettes
- Toilets and washrooms
- Changing rooms
- Shower facilities
- Stairwells and lift areas
- Entrances and touch points
- Waste collection points

Core Responsibilities

The Day Janitor shall:

- Maintain cleanliness and hygiene standards throughout the day
- Conduct regular inspections of common areas
- Respond promptly to spillages and reactive cleaning requests
- Replenish consumables before depletion
- Maintain washroom hygiene standards
- Support health & safety compliance
- Remove waste and litter from occupied areas
- Report defects, damage, hazards, or maintenance issues
- Ensure areas remain tidy, safe, and presentable at all times

Service Standards – “What Good Looks Like”

Area / Item	What Good Looks Like
Common Areas	Clean, tidy, clutter-free, and safe
Floors	Free from litter, spillages, dust, and slip hazards
Washrooms	Hygienic, odour-free, fully stocked, and presentable
Kitchens / Staff Rooms	Clean, sanitised, and free from food waste and spillages
Waste Bins	Emptied before overflowing
Touch Points	Regularly sanitised and visibly clean
Consumables	Fully stocked with no outages
Entrances	Clean, welcoming, and free from debris
Reactive Issues	Addressed promptly and professionally
Health & Safety	Hazards identified and controlled immediately

Day Janitor Tasks & Frequencies

1. General Area Monitoring

Task	Frequency	What Good Looks Like
Patrol common areas	Continuous / Hourly	Areas remain clean, tidy, and safe
Remove litter and debris	Continuous	No visible litter accumulation
Spot clean spillages and marks	As Required	Spillages removed immediately and area safe
Reposition furniture if required	As Required	Areas neat and presentable
Report maintenance issues	Immediate	Defects logged promptly

2. Reception & Corridors

Task	Frequency	What Good Looks Like
Remove litter and debris	Hourly	Clean and welcoming appearance
Spot clean glass and touch points	Regularly	Free from fingerprints and marks
Maintain entrance cleanliness	Regularly	No dirt ingress or slip hazards
Check mats and flooring	Regularly	Mats aligned and floors safe

3. Staff Rooms & Breakout Areas

Task	Frequency	What Good Looks Like
Clean tables and worktops	Regularly	Surfaces sanitised and clutter-free
Remove food waste	Regularly	No food debris or unpleasant odours
Empty bins	As Required	Bins not overflowing
Clean sinks and taps	Regularly	Free from staining and residue
Tidy seating and communal areas	Regularly	Orderly and presentable

4. Kitchens & Canteens

Task	Frequency	What Good Looks Like
Wipe kitchen surfaces	Regularly	Sanitised and food-safe
Clean appliance exteriors	Regularly	Free from spillages and fingerprints
Maintain dining areas	Regularly	Tables clean and floors debris-free
Remove waste and recyclables	As Required	Waste controlled and segregated

Task	Frequency	What Good Looks Like
Respond to spillages	Immediate	Area safe and clean

5. Toilets & Washrooms

Task	Frequency	What Good Looks Like
Inspect washrooms	Hourly minimum	Standards maintained throughout day
Clean toilets and urinals as required	Regularly	Hygienic and odour-free
Clean sinks, taps, mirrors	Regularly	Smear-free and sanitised
Replenish consumables	As Required	Soap, tissue, towels always available
Mop floors and remove spillages	As Required	Clean and slip-free
Remove waste	As Required	Bins not overflowing
Sanitise touch points	Regularly	High hygiene standard maintained

6. Changing Rooms & Showers

Task	Frequency	What Good Looks Like
Remove litter and used items	Regularly	Clean and tidy appearance
Clean benches and touch points	Regularly	Sanitised surfaces
Monitor hygiene standards	Regularly	No odours or visible dirt
Replenish consumables where applicable	As Required	Supplies maintained
Mop floors and remove water build-up	As Required	Safe and slip-free

7. Waste Management

Task	Frequency	What Good Looks Like
Empty internal bins	As Required	Bins not overflowing
Replace bin liners	Every bin change	Clean and correctly fitted liners
Segregate waste streams	Continuous	Waste disposed of correctly
Transport waste safely	As Required	No spillages during transfer

8. Consumables Management

Consumable	Standard
Toilet tissue	Fully stocked
Hand soap	Fully stocked
Paper towels	Fully stocked
Sanitiser stations	Operational and filled
Bin liners	Replaced as required
Hygiene products	Available where applicable

Reactive Cleaning Response

Issue	Response Standard
Spillages	Immediate response
Washroom issues	Within 15 minutes
Consumable replenishment	Before depletion
Cleaning requests	Within agreed SLA
Safety hazards	Escalated immediately

Health & Safety Requirements

The Day Janitor shall:

- Use approved cleaning chemicals and equipment
- Follow COSHH requirements
- Display warning signage where necessary
- Wear appropriate PPE
- Maintain safe systems of work
- Escalate hazards immediately
- Ensure cleaning does not obstruct safe access/egress

Communication & Reporting

Requirement	Standard
Defect reporting	Immediate
Incident reporting	Immediate
Consumable shortages	Escalated promptly
Supervisor updates	Daily
Cleaning records	Maintained where required

Performance Standards

KPI	Target
Washroom inspections completed	100%
Consumable availability	100%
Reactive spill response	Immediate
Customer complaints	Minimise through proactive monitoring
Health & safety compliance	100%