

Cleaning Staff Rota

One sheet per week. Weeks run Monday to Sunday, which is the week UK payroll and holiday accrual are counted in.

WEEK COMMENCING (MONDAY)

ISSUED ON

PREPARED BY

COVER NUMBER FOR THE WEEK

VERSION / ISSUE

What the rota has to say before it is sent

A rota that answers fewer than these is a rota somebody has to ring you about.

- ☐ The week it covers, by its Monday date, on the sheet itself
- ☐ Every cleaner working that week, by the name they answer to
- ☐ Which site, not just which client: two contracts at one address are two rows
- ☐ The start time, and the hours allowed rather than the hours hoped for
- ☐ Access: who holds the key, what the alarm code job is, where to park
- ☐ Who is on cover, and the number to ring before the shift rather than after
- ☐ Anybody on booked leave that week, marked as leave and not left blank
- ☐ Any site closed that week, and whether it is being cleaned anyway
- ☐ Which version this is, so a printed copy on a wall can be checked against the current one

Before it goes out

- ☐ Nobody is on two sites at the same hour
- ☐ Nobody is rostered on approved leave
- ☐ Nobody is rostered on a day they have said they do not work
- ☐ Travel time between consecutive sites is real, not optimistic
- ☐ Every site with a contracted frequency appears the contracted number of times
- ☐ A new cleaner is paired with somebody for the first visit to a site
- ☐ Lone working out of hours has a check-in arrangement against it
- ☐ The week has been read once with the question "who is not on here"

When somebody rings in sick

Written down before it happens, because it always happens at six in the morning.

- ☐ Who is called first, second and third, in that order
- ☐ Which sites can be moved to another day, and which cannot

- ☐ Which client is told, and by whom, and before what time
- ☐ Which sites need a second person for access or safety and cannot be halved
- ☐ What is recorded afterwards, so the same gap is not covered by luck twice

The week: Monday to Sunday

One row per cleaner. Write the site and the start time in the cell, and put L for leave and X for a day they do not work.

CLEANER	MON	TUE	WED	THU	FRI	SAT	SUN
A. Cleaner	Ash House 06:30	Ash House 06:30	Mill Court 07:00	Ash House 06:30	Mill Court 07:00	X	X

Four-week rolling pattern

For rounds that are not the same every week: fortnightly and monthly sites, and alternating weekend cover. Write the site, or leave the cell blank for a week the round does not run.

CLEANER / ROUND	WEEK 1	WEEK 2	WEEK 3	WEEK 4
A. Cleaner, Tuesday round	Larch Road	Larch Road	Larch Road	Larch Road
B. Cleaner, Thursday round	Fern Way		Fern Way	

Bank holidays and cover

Bank holidays are not the same in England and Wales, Scotland and Northern Ireland, and they are set year by year. Take the dates from GOV.UK and write them in; the two questions that matter are on the right.

DATE	WHICH HOLIDAY	SITES CLOSED	SITES CLEANING ANYWAY	WHO COVERS	CLIENT TOLD
	<i>Spring bank holiday</i>	<i>Ash House, Mill Court</i>	<i>Larch Road (24 hr site)</i>	<i>B. Cleaner</i>	<i>Yes / no</i>

There is no automatic right in UK law to paid leave on a bank holiday. Whether a bank holiday is paid, and whether it comes out of the statutory 5.6 weeks of annual leave, is whatever the contract of employment says. Decide it once, write it into the contract, and the rota stops being the place the argument happens.

The Working Time Regulations set the floor a rota has to clear: an average 48-hour week unless the worker has opted out in writing, 11 consecutive hours of rest between working days, and at least one clear day off a week. A rota drawn without them is the document an employment tribunal reads first.

A rota is not a contract and does not change one. Cutting somebody's hours on the rota week after week is a change to the working relationship whatever the rota says on it.