

CLEANING SPECIFICATIONS

STANDARD SPECIFICATION "SUMMARY ALL CLASSES"

DUTIES	NIGHTLY	SUPPLEMENTARY	SECOND DAY	WEEKLY	FORTNIGHTLY	MONTHLY	QUARTERLY	SIX MONTHLY	ANNUALLY
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RUBBISH REMOVAL

Empty garbage containers	5		4,3	2					
Empty waste paper containers	5								
Remove recycling paper from bins to collection point as required	5								
Remove rubbish from building to rubbish container, cardboard to be flattened and placed in appropriate bins. Note: All rubbish collected from airside areas must be placed in Quarantine Bins.	5								
Clean bins and/or replace liners	5			4	3	2			

DUSTING AND GENERAL CLEANING

Clean all drinking fountains	5			4,3		2			
Dust all office furniture, including computer equipment, and other horizontal surfaces to reach height				5	4	3			2
Spot clean to remove all marks from vertical and horizontal surfaces to 1800 mm				5		4	3		
Spot clean marks from fabric chairs				5	4	3			2
Dust all fire fighting appliances				5		4	3		2
Dust all high partitions, window ledges etc. areas to 1800mm				5		4	3		2
Dust air conditioning and return air vents						5	4	3	2
Dust all venetian blinds				5		4			3
Take down venetians, wash, dry and replace									5,4

VACUUMING

Vacuum carpets and mats (as per schedule)	5		4	3,2					
Spot clean spillage etc	5		4	3		2			
Vacuum all corners and edges including under furniture where possible			5	4		3	2		

CERAMIC, VINYL, STUDDED RUBBER, CONCRETE AND TIMBER FLOORS

Dust mop ceramic, vinyl, studded rubber and timber floors	5		4	3	2				
Wet mop ceramic, vinyl, studded rubber and timber floors	5		4	3		2			
Machine buff to remove scuff marks				5	4	3	2		
Strip and reseal as necessary to maintain finish, but at least							5	4	3

Sweep concrete floors, picking up all debris	5			4	3	2			
Mop	5			4	3	2			
Machine scrub						5		4	3

TOILETS

Empty waste paper and garbage containers	5,4,3	5	2						
Replenish towels, soap and toilet paper (Supplied by CSU)	5,4,3	5	2						
Clean all toilet pans, seats, hand basins and urinals	5,4,3	5	2						
Clean basins, mirrors, pipes, chrome etc fittings and other surfaces	5,4,3	5		2					
Sweep and mop all floors including removal of all debris	5,4	5	3	2					
<i>N.B. A germicidal detergent is to be used in all toilet cleaning operations</i>									
Spot clean marks from all doors, walls and partitions	5,4		3	2					
Ensure all stains and marks are removed from floors and walls	5,4		3	2					
Wash all doors and partitions				5,4	3	2			
Clean graffiti from all surfaces				5		4	3	2	
Machine scrub, removing dirty water, all toilet floors						5,4	3	2	
Wash all walls in toilet areas						5		4	3,2
Steam clean floors and walls							5		4,3,2

SHOWERS AND LOCKERS

Clean all shower recesses paying special attention to the removal of soap scum and body fat	5,4		3	2					
Sweep floors and remove rubbish	5,4		3,2						
Mop floors using a germicidal cleanser	5,4,3		2						
Clean all taps, soap containers, shower roses and tiled walls	5		4	3	2				
Remove and vacuum or hose all mats	5,4		3	2					
Remove rubbish and damp wipe all benches	5,4		3	2					
Clean graffiti from all surfaces	5						4	3,2	
After sweeping, deck or machine scrub all shower and shower room flooring				5,4		3			
Dust and clean tops of lockers				5	4		3	2	
Steam clean wall and floor surfaces							5	4	3

KITCHENS AND LUNCH ROOMS

Empty and clean tea leaf containers									
Empty garbage bins and replace liners	5		4	3,2					
Spot clean chairs removing marks and grease	5		4	3					2
Wipe and clean table tops	5		4	3,2					
Spot clean chairs removing marks and grease	5		4	3					
Clean and wipe sinks, taps and drainers	5		4	3,2					
Clean cabinet tops	5		4	3					2

Remove dust and marks from exterior surfaces of cupboards, refrigerators, pie warmers, stoves, microwaves, urns	5		4	3	2				
Spot clean marks from walls and partitions	5		4	3	2				
Sweep and wet mop floors	5		4	3,2					
Machine buff floors removing scuff marks	5			4		3,2			
Clean bins and/or replace liners	5		4	3,2					
Wash all tables and chairs ensuring backs of chairs, under seats and legs are attended to					5	4	3		2
Wash tiled walls					5	4	3		2
Strip and reseal as necessary to maintain finish, but at least						5	4		3,2

STAIRS

Pick up rubbish	5,4	5	3,2						
Sweep and wash stairs			5	4	3		2		
Dust handrails and fittings			5	4	3				2
Maintain landings, treads and risers according to finish (In Public Areas)	5		4	3			2		
Maintain landings, treads and risers according to finish (In Non Public Areas)			5	4	3				2
Spot clean marks from walls, doors and around light switches			5	4		3,2			

FOYERS AND ENTRANCES

Sweep and wash all exterior areas adjacent to entrances	5		4	3,2					
Machine scrub exterior areas adjacent to entrances				5		4	3		2
Sweep all entrance steps and lobbies	5		4	3,2					
Wash all entrance steps and lobbies	5			4	3				2
Machine buff all vinyl entry areas			5	4	3				2
Clean all doormats and mat wells	5		4	3					2

PLANTROOMS

Sweep, mop and dust each plantroom									
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GLASS CLEANING

Spot clean glass doors and partition glass to reach height	5		4	3	2				
Spot clean and remove all marks from entrance glass, sidelights, walls, doors and remove dust from frames	5		4		3	2			
Wash entrance door glass both sides	5			4	3		2		
Wash all exterior glass to Ground Floor and both sides of entrance glass and sidelights including frames down to paving - including awnings						5		4	3
Wash all exterior window glass								5	4,3
Fully clean internal faces of exterior glass								5	4,3
Fully clean all partition glass							5	4	3,2