

General Waste	15 Osborne	Weekend Cleans Reduced 4hrs
Empty all waste bins on a regualr basis and return to original location	Daily	Daily
Remove all waste to nominated disposal point for both general and recyclable waste	Daily	Daily
Damp wipe waste containers and disinfect as required, ensuring free from odour	Daily	Daily
Replace soiled/damaged plastic liners from stock	Daily	Daily
Floors		
Remove all loose material and other litter (staples, paper clips etc)	Daily	Daily
Full vacuum clean with approved brush action vacuum cleaner including under desks, workstations, tables and chairs. The floors are to remain in a clean and debris free state, frequency of full vacuuming is to be completed according to need to achieve this	Daily	N/A
Spot clean and marks, stains and spillages with approved cleaning agent. If the stain remains in the carpet, notify the Site Representative immediately	Daily	Daily
Vacuum with wand type cleaner along edges of walls, partitions, cabinets and workstations	Weekly	N/A
Steam clean office carpet	N/A	N/A
Hard floor surfaces		
Thoroughly sweep/vacuum floors with particular attention to corners and edges	Daily	N/A
Wash with damp mop all hard floor surfaces to remove all marks, stains and spills	Daily	As required
Machine buff to restore natural shine (Inc. 275 George St Level 30 limestone tiles)	Annually	N/A
General Cleaning		
Spot clean finger marks and stains from all doors and glass partitions using microfiber cloth (up to 2 metres)	Daily	N/A
Remove dust and spillages from all exposed outer surfaces of desks, work surfaces, tables, chairs, cabinets, cupboards, counters, picture frames, ledges and any other furniture using microfiber cloth	Daily	As Required
Wipe clean all desk surfaces	Daily	As Required
Complete clean of all entry doors including frames using a microfiber cloth	Daily	N/A
Remove dust, marks and spillages from all light switches, power points, walls, columns & partitions, skirting & picture frames using microfiber cloth (up to 2 metres)	Weekly	N/A
Remove dust from exposed venetian blinds and/or vertical blinds	Monthly	N/A
Remove dust from all high level partitions, frames, furniture, glazing, ledges and sills using microfiber cloth (above 2 metres)	Monthly	N/A
General Waste	16 Osborne	Weekend Cleans Reduced 4hrs
Empty all waste bins on a regualr basis and return to original location	Daily	Daily
Remove all waste to nominated disposal point for both general and recyclable waste	Daily	Daily
Damp wipe waste containers and disinfect as required, ensuring free from odour	Daily	Daily
Replace soiled/damaged plastic liners from stock	Daily	Daily
Floors		
Remove all loose material and other litter (staples, paper clips etc)	Daily	Daily
Full vacuum clean with approved brush action vacuum cleaner including under desks, workstations, tables and chairs. The floors are to remain in a clean and debris free state, frequency of full vacuuming is to be completed according to need to achieve this	Daily	N/A
Spot clean and marks, stains and spillages with approved cleaning agent. If the stain remains in the carpet, notify the Site Representative immediately	Daily	Daily
Vacuum with wand type cleaner along edges of walls, partitions, cabinets and workstations	Weekly	N/A
Steam clean office carpet	N/A	N/A
Hard floor surfaces		
Thoroughly sweep/vacuum floors with particular attention to corners and edges	Daily	N/A
Wash with damp mop all hard floor surfaces to remove all marks, stains and spills	Daily	As required

Machine buff to restore natural shine (Inc. 275 George St Level 30 limestone tiles)	Annually	N/A
General Cleaning		
Spot clean finger marks and stains from all doors and glass partitions using microfiber cloth (up to 2 metres)	Daily	N/A
Remove dust and spillages from all exposed outer surfaces of desks, work surfaces, tables, chairs, cabinets, cupboards, counters, picture frames, ledges and any other furniture using microfiber cloth	Daily	As Required
Wipe clean all desk surfaces	Daily	As Required
Complete clean of all entry doors including frames using a microfiber cloth	Daily	N/A
Remove dust, marks and spillages from all light switches, power points, walls, columns & partitions, skirting & picture frames using microfiber cloth (up to 2 metres)	Weekly	N/A
Remove dust from exposed venetian blinds and/or vertical blinds	Monthly	N/A
Remove dust from all high level partitions, frames, furniture, glazing, ledges and sills using microfiber cloth (above 2 metres)	Monthly	N/A
Tenancy toilet and shower facilities		
Clean and disinfect/sanitise pans, seats, lids, urinals, taps, all chrome fittings, pipes, door handles, mirrors, floors and basins. All surfaces must be left clean and streak free	Daily	Daily
Clean and disinfect all shower surfaces including floors, screens, curtains, partitions/walls, fittings, soap holders & drains. All surfaces must be left clean and streak free	Weekly	Daily
Mop wash clean and disinfect all floor surfaces with particular attention to corners and edges	Daily	Daily
Wash clean all sills and ledges	Daily	N/A
Remove marks from all doors, frames, partitions, wall tiles, light switches, power points, hand dryers and painted walls	Daily	N/A
Replenish soap, toilet paper, hand towels and sanitiser from stock	Daily	Daily
Empty sanitary bins	fortnightly	N/A
Empty waste bins and remove waste to nominated disposal point	Daily	Daily
Remove dust from ceiling air vents	Monthly	N/A
High dusting of ledges, light fittings and tops of partitions and doors (above 2 metres)	Fortnightly	N/A
Deep clean all toilet and shower areas including floors and tile walls	6 - Monthly	N/A
Adequate toilet requisites are to be kept at all times to ensure supply to service the premises. It is the responsibility of the contractor to ensure adequate stocks are held	As required	As required