	Kenya Laydown Yards	Weekend Cleans Reduced 4hrs
General Waste		
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
Wipe clean all air conditioning supply air vents, return air vents and surrounding ceiling using microfiber cloth	Monthly	N/A
Squeegee clean external glass doors	Weekly	N/A
Squeegee clean external windows and framework	Monthly	N/A
Squeegee clean all internal glass windows	Monthly	N/A
Ensure exterior of the building is litter free	Daily	Daily
Clean all columns, light fittings, under eaves and verandas to ensure they are free of dust, marks, cobwebs, smudges and smears	Fortnightly	N/A
High dusting of ledges, light fittings and tops of partitions and doors (above 2 metres)	Fortnightly	N/A
Ensure cleaners room is stocked, clean and detergents & hazardous materials are labelled and stored appropriately	Daily	N/A
Steam clean all cloth office chairs	Annually	N/A
Kitchen Facilities and team rooms		
Sweep/vacuum all kitchen floors and wash with damp mop to remove all marks, stains and spills	Daily	Daily
Wash clean benches and cupboards and replenish hand towels & soap as required	Daily	Daily
Ensure dishwashing cycle is run when dishwasher is full and once cycle its finished empty for next use	Daily	Daily
Clean and return all kitchen/catering equipment left in meeting rooms, conference rooms and desks to designated area	Daily	N/A
Replenish tea and coffee supplies in kitchen areas	Daily	Daily
Ensure coffee machines are emptied and clean ready for use the next day	Daily	Daily
Coffee machine descaling	As required	As required

Ensure all cooking equipment (e.g. microwave, convection oven, and toaster) is wiped clean internally and externally.	Daily	As Required
Remove dust and marks from outside of refrigerators, dishwashers & other appliances and walls using microfiber cloth	Daily	N/A
Clean interior of refrigerators and dispose of spoilt foods	Weekly	N/A
Clean light switches, GPO's and other switches including surrounds using microfiber cloth	Weekly	N/A
Rotate milk when delivered to ensure milk expiring soonest is used first	Daily	N/A
Empty all waste bins and replace liners, clean and remove marks and stains from waste bins	Daily	Daily
Machine clean kitchen floors	Monthly	N/A
Clean and wipe interior of cupboards using microfiber cloth	Monthly	N/A
Dust & gentle wipe light diffusers and exhaust vents using microfiber cloth	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	N/A	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