

| General Waste   | Maintenance Warehouse | Weekend Cleans Reduced 4hrs |
|---|-----------------------|-----------------------------|
|   |                       |                             |
| Empty all waste bins on a regular 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                       |
| <b>Floors</b>   |                       |                             |
| 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                         |
| <b>Hard floor surfaces</b>  |                       |                             |
| 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                         |
| <b>General Cleaning</b>   |                       |                             |
| 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                         |
| <b>Kitchen Facilities and team rooms</b>  |                       |                             |
| 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 is 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         |
| <b>Tenancy toilet and shower facilities</b>  |             |             |
| 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         |
| <b>Deep</b> 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 |