

	Remote Ablusion Blocks	Weekend Cleans Reduced 4hrs
<b>General Waste</b>		
Empty all waste bins on a regualr basis and return to original location	Weekly	Daily
Remove all waste to nominated disposal point for both general and recyclable waste	Weekly	Daily
Damp wipe waste containers and disinfect as required, ensuring free from odour	Weekly	Daily
Replace soiled/damaged plastic liners from stock	Weekly	Daily
<b>Floors</b>		
Remove all loose material and other litter (staples, paper clips etc)	N/A	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	N/A	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	N/A	Daily
Vacuum with wand type cleaner along edges of walls, partitions, cabinets and workstations	N/A	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	N/A	N/A
Wash with damp mop all hard floor surfaces to remove all marks, stains and spills	N/A	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)	N/A	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	N/A	As Required
Wipe clean all desk surfaces	N/A	As Required
Complete clean of all entry doors including frames using a microfiber cloth	N/A	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)	N/A	N/A
Remove dust from exposed venetian blinds and/or vertical blinds	N/A	N/A
Remove dust from all high level partitions, frames, furniture, glazing, ledges and sills using microfiber cloth (above 2 metres)	N/A	N/A
Wipe clean all air conditioning supply air vents, return air vents and surrounding ceiling using microfiber cloth	N/A	N/A
Squeegee clean external glass doors	N/A	N/A
Squeegee clean external windows and framework	Monthly	N/A
Squeegee clean all internal glass windows	N/A	N/A
Ensure exterior of the building is litter free	Weekly	Daily
Clean all columns, light fittings, under eaves and verandas to ensure they are free of dust, marks, cobwebs, smudges and smears	N/A	N/A
High dusting of ledges, light fittings and tops of partitions and doors (above 2 metres)	N/A	N/A
Ensure cleaners room is stocked, clean and detergents & hazardous materials are labelled and stored appropriately	N/A	N/A
Steam clean all cloth office chairs	N/A	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	N/A	Daily
Wash clean benches and cupboards and replenish hand towels & soap as required	N/A	Daily
Ensure dishwashing cycle is run when dishwasher is full and once cycle its finished empty for next use	N/A	Daily
Clean and return all kitchen/catering equipment left in meeting rooms, conference rooms and desks to designated area	N/A	N/A
Replenish tea and coffee supplies in kitchen areas	N/A	Daily
Ensure coffee machines are emptied and clean ready for use the next day	N/A	Daily

Coffee machine descaling	N/A	As required
Ensure all cooking equipment (e.g. microwave, convection oven, and toaster) is wiped clean internally and externally.	N/A	As Required
Remove dust and marks from outside of refrigerators, dishwashers & other appliances and walls using microfiber cloth	N/A	N/A
Clean interior of refrigerators and dispose of spoilt foods	N/A	N/A
Clean light switches, GPO's and other switches including surrounds using microfiber cloth	N/A	N/A
Rotate milk when delivered to ensure milk expiring soonest is used first	N/A	N/A
Empty all waste bins and replace liners, clean and remove marks and stains from waste bins	N/A	Daily
Machine clean kitchen floors	N/A	N/A
Clean and wipe interior of cupboards using microfiber cloth	N/A	N/A
Dust & gentle wipe light diffusers and exhaust vents using microfiber cloth	N/A	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	Weekly	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	Weekly	Daily
Wash clean all sills and ledges	Weekly	N/A
Remove marks from all doors, frames, partitions, wall tiles, light switches, power points, hand dryers and painted walls	Weekly	N/A
Replenish soap, toilet paper, hand towels and sanitiser from stock	Weekly	Daily
Empty sanitary bins	fortnightly	N/A
Empty waste bins and remove waste to nominated disposal point	Weekly	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)	Monthly	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