

Office Cleaning

OFFICE AREAS

DAILY

Empty waste bins as required.
Dust / damp wipe furniture, window ledges, fire extinguishers, radiators and pictures (to normal hand height)
Dust telephones in rotation.
Damp wipe paintwork of doors, skirting and light switches.
Damp wipe finger marks and spot clean wall marks.
Spot clean finger marks from doorways.
Vacuum clean all carpet areas including under desks / chairs.
Vacuum all soft furnishings in rotation.
Clean / polish of any brass / chrome.
Damp wipe window sills.

QUARTERLY

Hygienic treatment of computer screens, base units and telephone equipment.
Wash and wipe dry all skirting boards, flick dust windowsills and ledges above normal hand height.

TOILET / BATHROOM AREAS

DAILY

Damp wipe all hard surfaces where possible.
Sanitise urinals / basins.
Replenish toilet rolls, hand soap, and hand towels when necessary.
Damp wipe partition and tiles in rotation.
Sweep / mop floor.
Empty waste bins and remove to disposal point.

QUARTERLY

Deep clean of all hard surface areas, to include: tiles and partitions.
Acid clean sanitary ware.

KITCHEN AREAS

Clean outside of kitchen appliances and cupboards
Clean out fridge
Clean inside microwave
Clean sink
Wash dishes