



Quote Number _____

Area comprising: _____

Monday - Friday, excluding Bank Holidays.

Daily

Entrance

- Remove finger marks from glass doors
- Sweep and wash entire floor area
- Vacuum carpets
- Vacuum doormats
- Take up doormat, sweep out mat well and replace doormat
- Dust display units and indicator boards
- Clean metal/brass work/plates
- Sweep and wash steps to street/car park

Reception Area

- Remove finger marks from glass doors
- Sweep and wash entire floor area
- Vacuum carpets
- Vacuum doormats
- Take up doormat, sweep out mat well and replace doormat
- Damp wipe and polish all furniture and fittings
- Dust display units and indicator boards
- Clean metal/brass work/plates

Floors – Hard

- Sweep and wash as required to remove stains
- Dust skirtings

Floors – Carpets

- Vacuum carpets
- Dust skirtings

Wastepaper & Rubbish

- Empty wastepaper bins into receptacles supplied by you and leave for collection in accordance to given instruction
- Operating the recycling system as follows:-

Ashtrays (if applicable)

Empty
Damp wipe to remove stains
Polish as required

Main Stairs

Sweep and wash
Vacuum carpets
Dust handrails, banister rails etc.

Rear Stairs

Sweep
Wash
Dust handrails, banister rails etc

Passenger Lift

Sweep and wash floor
Vacuum carpets
Vacuum lift door runners
Remove finger marks from lift door, walls and mirrors

Service Lift

Sweep and wash floor
Vacuum lift door runners

Furniture

Dust all accessible surfaces

Fittings

Dust all telephones, ledges, shelves, fire extinguishers and all other fittings within normal hand height (6ft)
Change bin liner, if required

Kitchen

Damp wipe all surfaces
Sweep and wash entire floor area
Wash up cups and saucers etc (Approximately _____ items per day),
by hand/using dishwasher

Coffee Point

Damp wipe all surfaces

Sweep and wash entire floor area

Wash up cups and saucers etc (Approximately _____ items per day),
by hand/using dishwasher

Staff Room

Damp wipe all surfaces

Sweep and wash floor

Shower

Scour shower tray

Wipe tiled walls to hand height (6ft)

Sweep and wash floors

Disinfect and polish all fittings

Clean and polish all mirrors

Dust all shelves, skirtings, ledges and pipes _____ within normal hand
height (6ft)

Toilets

Sweep and wash floors

Wash inside and out of lavatory pedestals and scour pans as necessary

Wash and polish all lavatory seats, scour urinals, hand basins and sinks

Disinfect and polish all fittings

Clean and polish all mirrors

Dust all shelves, skirtings, ledges and pipes within normal hand height (6ft)

Remove all wastepaper and litter, dispose of in accordance with given instructions

Change hand towels, refill with toilet rolls and hand soap supplied by you

Twice Weekly

Rear Staircase

Wash

Weekly

Entrance Area

Clean glass

Take up doormat, sweep out mat-well, shake doormat and replace in mat well

Furniture and Fittings

Disinfect telephones

Polish or damp wipe all furniture

Move VDU's, damp wipe under and replace

Dust computer, VDU's and keyboards

Damp wipe all window sills

Remove all finger marks from doors

Dust glass and frames of all clocks, pictures, charts and bookcases etc within normal hand height (6ft)

Change bin liner, if required

Floors – Hard

Wash

Rear Stairs

Wash

Toilets

Wash all window sills and ledges

Damp wipe all formica/tiled walls, partitions and doors, within normal hand height (6ft)

As Required

Floors

Spot clean carpets to remove stains where possible

Monthly

Separate Price

Floors

Strip off old floor polish, rinse clean and apply two coats of non slip floor polish if required

Wash all floors and apply one coat of non slip polish

Stairs

Strip off all old polish, rinse clean and apply two coats of non slip floor polish if required

Remove all finger marks from sides of stairways and stair treads

Toilets

Wash all tiled walls

Damp wipe cistern tops, high ledges and pipes

Kitchen

Defrost and clean fridge inside and out

Clean microwave inside and out

Quarterly

Separate Price

Floors

Strip off old floor polish, rinse clean and apply two coats of non slip floor polish

Fittings

Dust above normal hand reach (6ft) all accessible ledges, pipes, pelmets, pillars and friezes

Damp wipe all metal cabinets and polish

Carpet Cleaning

Separate Price

Areas TBC

To carry out colour test

Spot clean to remove stains

To clean carpets using Hydromist Extraction Machine and Chemicals, removing stains where possible.

Please note - although every effort will be made to remove all stains, we can not guarantee that all stains will be removed

Replace chairs, pedestals, light furniture and waste bins