

SCOPE OF WORK CLEANING SERVICES

(Company's Name)

ENTRANCE, FOYERS, STAIRS, CORRIDORS/ PASSAGES, FIRE ESCAPE STAIRS AND ELEVATOR

DESCRIPTION

- Clean floor according to type
- Clean stairs
- Pick up and dispose of all litter
- Empty and clean all waste containers
- Spot clean wall and doors
- Spot clean glass and metalwork
- Spot clean glass entrance doors
- Dust all accessible ledges to height of 3m
- Clean handrails
- Clean skirting
- Dust/ wipe down all horizontal and vertical surfaces

FREQUENCY

Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily
Daily

RESTROOMS CLEANING

DESCRIPTION

- Clean floor according to surface type
- Empty and clean all waste receptacles
- Clean and sanitize bowls, basins and urinals
- Clean all mirrors
- Clean all metal fittings
- Spot clean walls, doors and partitions
- Clean accessible pipe work
- Supply of toilet paper, paper towels
- Supply of deo-blocks for urinals
- Supply of hand soap

FREQUENCY

Daily
Daily
Daily
Daily
Daily
Daily
Weekly
Daily
Often
Often

KITCHEN CLEANING

DESCRIPTION

- Clean floor according to surface type
- Empty and clean all waste receptacles
- Wipe out microwave
- Clean appliances
- Spot clean walls, doors and partitions
- Wash dishes

FREQUENCY

Daily
Daily
Daily
Daily
Daily
Daily

WINDOW CLEANING**DESCRIPTION**

- Clean accessible interior faces of all windows
- Clean accessible exterior faces of all windows
- Clean both faces of partition glass
- Clean all windows in the building

FREQUENCY

Monthly
Monthly
Weekly
6 monthly

WASTE DISPOSAL**DESCRIPTION**

- Remove waste to the waste area

FREQUENCY

Daily

PARKING AREAS**DESCRIPTION**

- Trash gathering
- Cleaning of all parking areas

FREQUENCY

Daily
Daily

TYPES OF FLOORS**1. CERAMIC****DESCRIPTION**

- Sweep with mop sweeper or with dust control mop
- Dap mop/machine buff

FREQUENCY

Daily
Daily

2. CARPETS AND RUGS**DESCRIPTION**

- Spot vacuum
- Spot clean soil marks
- Deep wash of carpets

FREQUENCY

Daily
Daily
6 monthly