

CLEANING SPECIFICATIONS

GENERAL CLEANING SPECIFICATIONS	RECOMMENDED FREQUENCY	REQUIRED FREQUENCY					
		D	3XW	2XW	W	F	M
DUSTING - WIPING							
Dust furniture, cleared desks, chairs and counters	Daily						
Dust fixtures and other horizontal surfaces	Daily						
Damp wipe reception counter	Daily						
Spot clean desks	Daily						
Remove cobwebs	Daily						
Dust window sills and skirting boards	Daily						
Spot clean door push plates	Weekly						
Damp wipe cleared desks	Weekly						
Dust behind movable furniture	Weekly						
Spot clean light switches	Weekly						
Damp wipe fire fighting appliances	Weekly						
Vacuum clean fabric covered chairs	Weekly						
MAIN FOYER							
Spot clean main entrance door	Daily						
Clean and polish directory boards	Daily						
Vacuum carpeted floors	Daily						
Sweep and mop floors	Daily						
Remove cobwebs	Daily						
Sweep and mop lift floors	Daily						
Vacuum carpeted lift floors	Daily						
Spot clean lift doors, walls, selector and indicator panel	Daily						
Damp wipe lift door tracks	Weekly						
Squeegee clean main entrance glass doors	Weekly						
Spot clean marks from light switches	Weekly						
Dust skirting boards	Weekly						
EXTERNAL FRONT AREA							
Sweep external main entrance	Daily						
Remove rubbish	Daily						
Empty rubbish bins (if any)	Daily						
Wet mop external floor area	Daily						
RUBBISH							
Empty rubbish containers	Daily						
Remove rubbish to disposal point	Daily						
Replace bin liners as required	Weekly						
<i>NB: If required rubbish bags and bin liners can be supplied by ICC as an extra cost.</i>							
FLOORS							
Vacuum clean carpeted floors	Daily						
Sweep resilient floors	Daily						
Wet mop resilient floors	Daily						
Vacuum corners, edges and under furniture	Weekly						

GENERAL CLEANING SPECIFICATIONS	RECOMMENDED FREQUENCY	REQUIRED FREQUENCY					
		D	3XW	2XW	W	F	M
KITCHEN							
Wipe clean bench tops and surrounds	Daily						
Spot clean external surfaces of cupboards	Daily						
Clean and disinfect drains	Daily						
Spot clean external surfaces of refrigerator & microwave	Daily						
Spot clean light switches	Daily						
Damp wipe tables and chairs	Daily						
Remove rubbish to disposal point	Daily						
Replace kitchen bin liners	Daily						
Sweep floors	Daily						
Clean sink and taps	Weekly						
Wet mop floors	Weekly						
TOILETS AND WASHROOMS							
Clean and disinfect pans, seats and lids	Daily						
Clean hand basins, taps and drains	Daily						
Wipe clean pipes, plugs, drains and fittings	Daily						
Spot clean marks from partitions and walls	Daily						
Clean and disinfect vanity units	Daily						
Clean mirrors	Daily						
Spot clean light switches	Daily						
Spot clean doors and door handles	Daily						
Empty bins and remove rubbish to disposal points	Daily						
Replenish toilet requisites	Daily						
Wet mop floors	Daily						
Clean shower walls and floor	Weekly						
<i>NB: If required toilet consumables can be supplied by ICC as an extra cost.</i>							
STAIRWAYS							
Sweep steps and landings	Daily						
Dust handrails and window sils	Daily						
Damp mop stairways	Weekly						
Vacuum carpeted steps and landings	Weekly						
Damp wipe handrails	Weekly						
CARPARK							
Pick up rubbish	Daily						
Empty rubbish containers, smokers stands (if any)	Daily						
Keep drains free from accumulated rubbish	Weekly						
Spot sweep carpark floors	Weekly						

FREQUENCY KEY:

D	Daily, five times weekly
3XW	Three times weekly
2XW	Twice weekly
W	Weekly
F	Fortnightly
M	Monthly