

# TASK SHEET

## Customised Commercial Clean



### Entry/Reception

- Spot clean glass
- Full clean of front door
- Glass inside and outside
- Empty and re-line bins
- Dusting of ledges and skirtings
- Light switches
- Fans and outsides of air conditioning units
- Chair legs
- Disinfect all desks, tables and shelves
- Vacuum and mop all floors including mats
- Disinfect computers and phones
- Remove cobwebs
- Spot clean walls
- Spot clean doors
- Full wash of walls, doors, ledges, skirtings and light switches

### Office/s and Conference/Meeting Rooms

- Spot clean glass
- Empty and re-line bins
- Dusting of ledges and skirtings
- Light switches
- Chair legs
- Disinfect all desks, tables and shelves
- Disinfect computers and phones
- Spot clean walls
- Spot clean doors
- Remove cobwebs
- Vacuum and mop all floors including mats

### Bathrooms

- Empty and re-line bins
- Spot clean glass
- Mirrors
- Dusting of ledges and skirtings
- Light switches
- Spot clean walls
- Spot clean doors
- Disinfect sinks and taps
- Disinfect bench tops and splashbacks
- Sanitise of all toilets, urinals and shower recess
- Sweep and mop all floors including mats

### Kitchen

- Empty and re-line bins
- Wash dishes
- Dusting of ledges and switches
- Light switches
- Chair legs
- Spot clean walls
- Spot clean doors
- Splashback
- Disinfect sink and taps
- Disinfect all bench tops, tables and shelves
- Inside microwave
- Appliance exteriors including fridge
- Vacuum and mops all floors including mats

### Specialised Services

- Carpet steam cleaning
- Tile steam cleaning
- High pressure cleaning
- Vinyl strip/reseal/bluff
- Pest control
- Lawn maintenance
- Washroom and paper products
- Hygiene - in cubical service

### Additional Services

- Balcony
- Window wash
- Wash walls
- Staircase
- Dust blinds
- Vacuum soft furnishings
- Polish wooden furniture
- Dust wall hangings
- Fans
- Air conditioning units
- Dish washing/drying
- Blow off car parks
- Clean inside fridge and remove leftovers
- Clean all furniture
- Organise cupboards
- Acid wash toilets/urinals