



Common Office Cleaning Duties

Office Area, Entrance, Reception, Kitchen

- Replace rubbish bin liners as necessary
- Vacuum carpeted areas.
- Dustrol hard floors
- Hot microfiber mop hard floors
- Remove cobwebs
- Clean marks from glass panels Clean marks from doors and frames Clean marks from walls
- Damp wipe and dry ledges, skirting boards and window sills
- Damp wipe and dry all light switches
- Damp wipe and dry all door handles, tables and chairs.
- Dust-roll chairs, stools, table, etc. where necessary.
- Spot clean Mirrors/ glasses around.

Toilets

- Damp wipe, disinfect and dry bench top/vanity unit and surrounds Clean and disinfect sinks, plug holes, scrub and polish taps Clean faces and tops of cabinets and partitions
- Clean mirror glass
- Clean and disinfect urinals, inside and out
- Clean and disinfect all hand driers, soap and towel dispensers' clean marks from doors and frames, walls.
- Clean and disinfect all pipes and fittings

Common Areas

- Dust and wipe sills inside, ledges, and skirting board remove any cobwebs.
- Vacuum or Sweep all floor areas, stair cases including edges, corners, and
- Mop the vinyl floor area with the appropriate cleaning product
- Spot clean walls and other vertical surfaces to remove any dirt marks
- Spot clean internal and external glass and glass panels in the entrance doors
- Report any damage, graffiti, and/or other maintenance to the owner via text or call
- Close and lock security window and door, and set the alarm (if any)

We also do scrubbing and buffing of floors, window cleaning, one off deep/ spring cleaning

The cleaning duties can be customised according to our client's need