

BK Elite Clean.

Prompt. Precsion. Perfection.

GENERAL HOUSE CLEAN

All rooms

Dust all surfaces
Vacuum all carpets, rugs & floors
Mop hard floors with appropriate cleaning solution

Bathrooms

Disinfect sinks, vanities & benchtops
Polish all mirrors
Clean & disinfect all toilets
Clean showers & bathtubs
Polish all taps, fixtures & fittings
Empty bathroom bins

Bedrooms

Dust all furniture & surfaces
Change bedding (If required)
Tidy up & straighten bed linen (if required)

Laundry

Wipe down benchtops
Clean sink & tapware
Clean exterior of washer/dryer

Kitchen

Wipe down & disinfect countertops
Clean exterior of appliances
Clean stovetop
Wipe cupboard exteriors
Clean sink & polish tapware
Empty bins

Living Areas

Dust surfaces & furniture
Wipe coffee tables, side tables & shelving



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DEEP HOUSE CLEAN

All rooms

Dust and wipe all surfaces, including skirting boards, doors & architraves
Disinfect light switches & door handles
Remove cobwebs from ceilings & corners
Clean internal windows, sills & tracks
Vacuum carpets, rugs & upholstered furniture
Mop all hard floors using appropriate floor-safe solutions

Bathrooms

Scrub & disinfect showers, bathtubs, walls, & tiles
Polish all mirrors & glass surfaces
Sanitize vanities, sinks & benchtops
Clean & disinfect toilets
Wipe down outside of cupboards
Polish taps & fittings
Empty bathroom bins

Bedrooms

Dust & wipe all surfaces & including furniture
Vacuum under beds (where accessible)
Polish or wipe down wardrobe exteriors & tracks

Kitchen

Wipe down all exterior kitchen cupboards
Clean stovetop & rangehood exterior
Clean inside microwave
Wipe & disinfect countertops & splash backs
Clean sink & polish tapware
Clean refrigerator exterior
Clean exterior kitchen appliances & decor
Empty bins

Laundry

Wipe down benchtops & cupboards
Clean sink & tapware
Wipe down exterior of washer & dryer

Living Areas

Dust all furniture, shelves & electronics
Wipe down decor
Clean under & behind movable furniture
Clean sliding doors, tracks & handles
Fluff cushions & straighten decor



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OPTIONAL EXTRAS

Oven interior deep clean

Range hood vents deep clean

Lounge & Carpet cleaning

Kitchen cupboard organization & cleaning

Pantry organization & cleaning

Fridge organization & cleaning

Outdoor area cleaning & pressure washing

Wall cleaning



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SUPPORT WORK

Home Care & Cleaning

Laundry, linen changing & bed making

Tidying up house

General kitchen cleaning

Daily Living Support

Meal preparation & light cooking

Assistance with grocery shopping or unpacking groceries

Support with organizing personal items or paperwork

Plant care and light gardening

Self-care & Welbeing

Assistance with showering and grooming

Help dressing or setting out clothes

Encouragement and companionship for daily routines

Gentle reminders for medication and hydration

Emotional support and friendly conversation

Outings, walks or appointments

Community & Lifestyle Support

Transport to appointments, shops, or social activities

Helping stay connected with friends and family

Support during recovery periods or after hospital discharge



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END OF LEASE CLEAN

All rooms

Thorough dusting and wiping of all surfaces, skirting boards, doors & light switches
Precision vacuuming and mopping of all flooring
Complete removal of cobwebs
Internal window cleaning, including tracks and sills

Bathrooms

Clean showers & bathtubs
Polishing of all mirrors
Clean & sanitization of vanities, basins & fixtures
Clean & disinfect toilets
Internal & external cleaning of bathroom cabinetry & drawers

Bedrooms

Mirror cleaning & track detailing
Internal cleaning of wardrobes and cupboards

Living Areas

Cleaning of air conditioning units & vents
Full clean of sliding doors & track systems

Laundry

Cleaning & sanitizing of sink, taps & benchtops
Internal and external cleaning of cupboards

Kitchen

Detailed cleaning inside, outside & behind all cupboards & drawers
Degreasing & thorough cleaning of the oven, stovetop, and rangehood
Wiping down splashbacks & countertops
Cleaning & polishing of sink and tapware
Internal cleaning of dishwasher & microwave (if applicable)

Optional Extras

Professional carpet steam cleaning
Wall washing & scuff mark removal
Garage cleaning
Balcony & outdoor area detailing
Exterior window cleaning
Curtain dusting or laundering



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CONSTRUCTION CLEAN

Rough Clean

(During or After Build Phase)

Remove construction debris, rubbish & packing materials
Sweep & vacuum floors, corners & skirting boards
Remove stickers, protective films & labels from glass, fixtures & appliances
Wipe down rough dust & dirt from all accessible surfaces
Clean out cabinetry & shelving of dust & debris
Remove paint splatter & grout haze

Final Detailed Clean

(Handover Ready)

All rooms

Dust & wipe all surfaces, including skirting boards, doors, architraves & ledges
Clean light fixtures, switches & power points
Wipe down walls (spot clean)
Clean & polish internal windows, sills & tracks
Vacuum & mop floors thoroughly using industrial-grade products
Remove any remaining builder's dust or fine residue

Windows & Doors

Clean interior glass, frames & tracks
Remove builder's dust, paint overspray & stickers

Kitchens

Deep clean & polish countertops, splashbacks & sinks
Clean inside & outside of all cabinets & drawers
Clean & polish appliances
Degrease rangehood, stovetop & oven

Bathrooms

Deep clean all tiles, grout, vanities & mirrors
Remove construction dust & polish all fixtures & tapware
Clean & disinfect toilets, basins, showers & bathtubs
Ensure no paint or debris remains on fittings or surfaces

Garage / External Areas

Sweep & clean garage floors
Remove debris from driveways, entryways, and balconies

Optional Extras

Exterior window washing
Pressure cleaning of outdoor surfaces
Professional carpet steam cleaning
Disinfection or final sanitation



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COMMERCIAL CLEANING

Office Areas

Dust all desks, shelves & work surfaces
Disinfect high-touch points (keyboards, phones, door handles, light switches)
Empty all bins & replace liners
Vacuum carpets & rugs
Mop hard floors with commercial-grade cleaner
Clean interior windows & tracks
Wipe down skirting boards, power outlets & light switches

Kitchenette

Wipe & disinfect countertops, tables & chairs
Clean exterior of appliances
Disinfect sink & tapware
Clean inside & outside of cupboards & drawers
Empty & sanitize rubbish and recycling bins
Refill soap, paper towels & supplies (if requested)

Bathrooms

Disinfect toilets, urinals & sinks
Clean mirrors & splashbacks
Refill soap dispensers, paper towels & toilet rolls
Wipe down partitions, doors & light switches
Mop floors with disinfectant
Empty & sanitize bins

Optional extras

Pressure washing of outdoor surfaces
Window cleaning exterior
Carpet steam cleaning
Warehouse Areas



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TERMS & CONDITIONS

1. Service Scope

- BK Elite clean provides residential, commercial, and construction cleaning services, including but not limited to domestic homes, new builds and post-construction cleans, offices, shops and retail spaces.
- Client has received detailed information on what services will be provided within the clean service they have chosen.
- Optional add-ons have been discussed and services to be provided will be confirmed in writing or verbally.

2. Access to Property

- Client must provide safe, unimpeded access to the property on the scheduled date and time.
- If entry is delayed or denied, a call-out fee may apply.

3. Pricing & Payment Terms

- Price will be quoted before the clean is initiated this will be confirmed in writing or verbally.
- Payment is required either at the commencement of the service or by the due date specified on the invoice
- Accepted payment methods include cash, bank transfer, invoice, credit card and Afterpay.

BK Elite Clean: ABN 27 809 308 093

CommBank BSB: 067-873 Acc: 1722 2359

4. Cancellations & Rescheduling

- Requests to reschedule a service must be made at least 24 hours prior to the scheduled appointment time
- Cancellation fees may occur.

5. Satisfaction Guarantee / Complaints

- If you are dissatisfied with any part of the service, please notify us within 24 hours of completion so we can assess the issue and, where appropriate, take steps to resolve it.

6. Damage & Liability

- BK Elite Clean will take reasonable care but is not liable for:
 - Pre-existing damage or wear and tear.
 - Fragile items not disclosed in advance.
 - Accidental damage that may occur

7. Health & Safety

- Team will not clean bodily fluids, Mold infestations or hazardous materials unless agreed upon in writing
- Workspaces must be safe and free from obstructions.
- Services may be refused or cancelled if cleaners are put at risk.

9. Privacy & Confidentiality

- All client information is treated as strictly confidential and will not be disclosed to any third party without prior consent, except where disclosure is required by law.

I, the undersigned, confirm that I have read, understood, and agree to the above Terms and Conditions. I understand that by signing below, I enter into a service agreement with BK Elite Clean.

Name:

Date:

Signature:



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WORK ORDER REQUEST

Please fill out the form below to receive a customized cleaning quote. We'll get back to you as soon as possible!

Client Information

Full Name:

Phone Number:

Email Address:

Service Address:

Property Details

Type of Property:

☐ House ☐ Apartment ☐ Office ☐ Retail ☐ New Build ☐ Construction

Number of Rooms to Clean:

Bedrooms: Bathrooms:

Kitchen: ☐ Yes ☐ No

Living Room/Common Areas: ☐ Yes ☐ No

Offices:

Type of cleaning you need:

☐ General clean ☐ End of lease clean ☐ Commerical clean ☐ Construction

☐ Custom Request (please describe below)

Preferred Service Date & Time

Preferred Date(s): _____

Preferred Time Window:

☐ Morning ☐ Afternoon ☐ Evening ☐ No specific time

Additional Information or Special Requests



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QUOTE

Client Details

Client Name:
Email Address:
Phone Number:
Property Address:

Service Details

Type of Cleaning Service:
Bedrooms:
Bathrooms:
Optional Extras Requested:
Requested Date/Time:

Quote Summary

Service description	Quality/hours	Total
Clean Type	\$\$	\$\$
Optional extras	\$\$	\$\$
Estitimated total	\$\$	\$\$

Please note final cost may vary slightly depending on property condition upon arrival.
All prices are inclusive of GST.
A 24-hour cancellation policy applies.
Payment is required on the day of service or as per invoice due date
Quote is valid for 7 days from issue

Quote Prepared By
Prepared by: [Your Name / BK Elite Clean]
Date: [Insert Date]
Valid Until: [Insert Expiry Date]



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INVOICE



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DOMESTIC CLEAN

All rooms

Disinfect light switches, power points & door handles
Remove cobwebs from ceilings, corners & vents
Clean internal windows, sills & tracks
Vacuum carpets, rugs & upholstered furniture
Mop all hard floors using appropriate floor-safe solutions

Bathrooms

Scrub & disinfect showers, bathtubs, walls, & tiles
Polish all mirrors & glass surfaces
Sanitize vanities, sinks & benchtops
Clean & disinfect toilets
Wipe down outside of cupboards
Polish taps & fittings
Empty bathroom bins

Bedrooms

Dust & wipe all surfaces & including furniture
Vacuum under beds (where accessible)
Polish or wipe down wardrobe exteriors & tracks

Kitchen

Wipe down all kitchen cupboards
Degrease & clean oven (interior and exterior), stovetop & rangehood
Clean inside microwave
Wipe & disinfect countertops & splashbacks
Clean sink & polish tapware
Clean refrigerator exterior
Empty bins

Laundry

Wipe down benchtops & cupboards
Clean sink & tapware
Wipe down exterior of washer & dryer

Living Areas

Dust all furniture, shelves & electronics
Clean under & behind movable furniture
Clean sliding doors, tracks & handles
Fluff cushions & straighten decor



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