

Nominated Administrator: Vote Code:		STANDARD CLEANING SPECIFICATION							Building Name and Level: (Location Code) - (Building Name) - Room Numbers Drawing Reference: Bldg No:	
<b><i>DUTIES</i></b>		<i>No. of times per day</i>	<i>Daily</i>	<i>Second Day</i>	<i>Weekly</i>	<i>Fortnightly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Six Monthly</i>	<i>Annually</i>
<b><i>RUBBISH REMOVAL</i></b>										
Empty garbage containers, clean bins and/or replace liners including placement in SCC garbage collection points.										
Remove recycling paper from bins to collection point as required										
Remove rubbish from building to rubbish container, cardboard to be flattened and placed in appropriate bins. Note: All rubbish separation criteria set in the premises must be observed. Example, Plastics, paper, Cans, General refuse etc.										
<b><i>DUSTING AND GENERAL CLEANING</i></b>										
Clean all drinking fountains										
Dust and wipe all office furniture, including computer equipment, and other horizontal										
Spot clean to remove all marks from vertical surfaces to 1800 mm										
Spot clean marks from chairs										
Dust all fire fighting appliances										
Dust all high partitions, window ledges etc. areas to 1800mm										
Dust air conditioning and return air vents										
Dust all venetian blinds										
Take down curtains, wash, dry and replace										
<b><i>VACUUMING</i></b>										
Vacuum carpets and mats										
Spot clean spillage etc										
Vacuum all corners and edges including under furniture where possible										
<b><i>CERAMIC, VINYL, STUDDED RUBBER, CONCRETE AND TIMBER FLOORS</i></b>										
Dust/Sweep ceramic, vinyl, studded rubber and timber floors picking up all debris										
Mop ceramic, vinyl, studded rubber and timber floors										
Machine buff to remove scuff marks										
Sweep concrete floors, picking up all debris										
Mop all floors										
Machine scrub										
Others as Specified below:										
1. Verandah - Sweeping and collection of debris										
2										
3										

**Instructions;**

- 1 Indicate for each duty the frequency of activity under the relevant category
- 2 Where applicable, specify a NUMBER in the relevant frequency category to indicate the number of items/rooms/spaces to be attended to. Ticks/crosses will be assumed as 1
- 3 For added clarity, floor plans are attached and should be referenced as required.

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<i>TOILETS</i>												
Empty garbage containers, clean bins and/or replace liners including placement in SCC garbage collection points.										1 - Mop and bucket set	Disinfectant	
Replenish towels and toilet paper (Supplied by USP)										1 Cart	Mirror	
Clean all toilet pans, seats, hand basins and urinals										2 - broom	Cleaning Agent	
Clean basins, mirrors, pipes, chrome etc fittings and other surfaces										2 -	Detergent	
Sweep and mop all floors including removal of all debris										scrubbing brush	Buffing Polish	
<i>N.B. A germicidal detergent is to be used in all toilet cleaning operations</i>												
Spot clean marks from all doors, walls and partitions										4 sets of wiping cloth	Tile Cleaning Agent	
Ensure all stains and marks are removed from floors and walls										1 set of dust pan	Window Cleaning Agent	
Wash/Wipe all doors and partitions												
Clean graffiti from all surfaces												
Machine scrub, removing dirty water, all toilet floors												
Wash/Wipe all walls in toilet areas												
Steam clean floors and walls												

<i>SHOWERS</i>												
Clean all shower recesses paying special attention to the removal of soap scum and body fat												
Sweep floors and remove rubbish												
Mop floors using a germicidal cleanser												
Clean all taps, soap containers, shower roses and tiled walls												
Remove and vacuum or hose all mats												
Remove rubbish and damp wipe all benches												
Clean graffiti from all surfaces												
After sweeping, deck or machine scrub all shower and shower room flooring												
Dust and clean tops of lockers												
Steam clean wall and floor surfaces												
Others as Specified below: Bathtub - Wash and Clean												

<i>TOILET DETAILS</i>			
	Male	Female	Disable
WC			
Handbasin			
Urinal			
Soap Dispenser			
Sanitary Bin			
Bathtub			
Air Freshener			
Paper Towel or Hand Dryer			

- Toilet Cleaning Instructions;**
- 1) Check the supply cart for proper equipment and supplies.
  - 2) Prepare the area. Place a "Toilet Closed" sign at the door.
  - 3) Re-stock supplies and clean the exterior of all dispensers including paper towel, feminine hygiene, toilet tissue, and hand soap dispensers.
  - 4) Remove trash from waste receptacles. Clean receptacles with a disinfectant cleaner, and replace the liners.
  - 5) Dust mop, sweep, or vacuum the floor, and pick up collected debris with a dustpan.
  - 6) Clean sinks using a disinfectant cleaner and abrasive sponge, first making sure they safe for surfaces including chrome. Leave disinfectant on surfaces according to the manufacturer's dwell-time directions.
  - 7) Clean mirrors with glass cleaner and soft, clean cloths, or use an applicator and squeegee. Microfiber cloths enable cleaning glass and mirrors with water only and without chemicals.
  - 8) Clean and disinfect toilets and/or urinals. Remove urinal screens. Using a bowl swab, force the water level down in urinals and toilet bowls by repeatedly pushing the swab down the throat or flush path. Apply bowl cleaner to the exposed interior surfaces of the bowls and urinals, especially under the rim. Allow time for the chemical to work, while cleaning partitions and showers (several to 10 minutes, based on the manufacturer's directions).
  - 9) Remove graffiti from walls and stall partitions. Clean stall partitions and walls as needed with disinfectant cleaner.
  - 10) Clean both sides of entrance/exit doors with a disinfectant cleaner, paying special attention to hand contact areas.

- 11) Return to scrub the inside of the bowls and urinals with a bowl swab or brush. Use a brush or abrasive sponge for difficult soils. Clean the exterior of the bowls and urinals with disinfectant cleaner. Clean both sides of the toilet seat. Clean the walls around the bowls or urinals with disinfectant cleaner. Flush bowls and urinals. Polish all chrome surfaces with a dry cloth after cleaning with a disinfectant cleaner.
- 13) Scrub the floor with a disinfectant cleaner using a wet mop, bucket, and wringer. If needed, scrub the floor grout with a tile and grout brush. Rinse with clear water. Squeegee or vacuum up water, if necessary.
- 14) Treat sink, shower, or floor drains with caustic soda, if necessary.
- 15) On surfaces touched by hands (e.g., door knobs, light switches, handles, etc.), clean and disinfect more frequently as traffic requires. Control and remove standing moisture from floor and restroom surfaces in a timely manner. Inspect the work. If satisfactory, allow the floor to dry and re-open the restroom. Return the cart to the supply area and restock.
- 16) Use equipment specifically for restroom cleaning. Restroom cleaning equipment, except for powered equipment, should not be used to clean any other areas of the building. Mops used for toilets are to be soaked for atleast 30 minutes in a neutral pH cleaning solution. Rinse thoroughly after 30 minutes, wring out and hang them dry.

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<i><b>KITCHENS AND TEA ROOMS</b></i>									
Empty and clean tea leaf containers									
Empty garbage bins and replace liners									
Spot clean chairs removing marks and grease									
Wipe and clean table tops									
Clean and wipe sinks, taps and drainers									
Clean cabinet tops									
Remove dust and marks from exterior surfaces of cupboards, refrigerators, pie warmers, stoves, microwaves, urns									
Spot clean marks from walls and partitions									
Sweep and wet mop floors									
Machine buff floors removing scuff marks									
Clean bins and/or replace liners									
Wash/Wipe all tables and chairs ensuring backs of chairs, under seats and legs are attended to									
Wash/Wipe tiled walls including grout to be clean and stain free									
<i><b>STAIRS</b></i>									
Pick up rubbish									
Sweep and mop/wash stairs									
Dust handrails and fittings									
Spot clean marks from walls, doors and around light switches									
<i><b>FOYERS AND ENTRANCES</b></i>									
Sweep and wash all exterior areas adjacent to entrances									
Machine scrub exterior areas adjacent to entrances									
Sweep all entrance steps and lobbies									
Mop/Wash all entrance steps and lobbies									
Machine buff all vinyl entry areas									
Clean all doormats and mat wells									
<i><b>GLASS CLEANING</b></i>									
Spot clean glass doors and partition glass to reach height									
Spot clean and remove all marks from entrance glass, sidelights, walls, doors and remove dust from frames									
Wash entrance door glass both sides									
Wash all exterior glass to Ground Floor and both sides of entrance glass and sidelights including frames down to paving - including awnings									
Wash/Wipe all exterior window glass									
Fully clean internal faces of exterior glass									
Fully clean all partition glass									
Others as Specified below:									
1									
2									
3									

**Instructions;**

- 1 Specific Time of Cleaning:
- 2