



| Reception / Prestige Areas<br>Tasks           | Frequency<br>(times per week) |
|---|-------------------------------|
| <b>Removal of Waste</b>                       |                               |
| Remove Waste                                  | 5                             |
| Damp wipe receptacles                         | 1                             |
| <b>Soft Floors – Traffic Lanes</b>            |                               |
| Full Suction Clean                            | 5                             |
| <b>Soft Floors – General</b>                  |                               |
| Spot Clean                                    | 4                             |
| Full Suction Clean                            | 1                             |
| <b>Hard Floors</b>                            |                               |
| Dust – mop / full mop / burnish / spray clean | 5                             |
| <b>Verticle Surfaces</b>                      |                               |
| Spot Clean                                    | 5                             |
| <b>Furniture Fixtures &amp; Fittings</b>      |                               |
| <b>Prestige</b>                               |                               |
| Dust / damp wipe / polish                     | 5                             |
| Spot / stain removal                          | 5                             |
| <b>Other furniture &amp; fittings</b>         |                               |
| Dust / damp wipe                              | 3                             |
| Damp wipe / polish                            | 2                             |

| Corridors, Stairs, Entrances and Lifts<br>Tasks | Frequency<br>(times per week) |
|---|-------------------------------|
| <b>Removal of Waste</b>                         |                               |
| Remove Waste                                    | 5                             |
| Damp wipe / wash receptacles                    | 1                             |
| <b>Soft Floors</b>                              |                               |
| Spot Clean                                      | 4                             |
| Full Suction Clean                              | 1                             |
| <b>Hard Floors</b>                              |                               |
| Dust mop / spot mop                             | 4                             |
| Spray clean / burnish / full mop                | 1                             |
| <b>Verticle Surfaces</b>                        |                               |
| Spot Clean                                      | 5                             |
| <b>Furniture Fixtures &amp; Fittings</b>        |                               |
| <b>Work Surfaces</b>                            |                               |
| a) Dust / damp wipe                             | 4                             |
| b) Damp wipe / polish                           | 1                             |
| <b>Other furniture &amp; fittings</b>           |                               |
| a) Spot clean                                   | 5                             |
| b) Dust / damp wipe                             | 1                             |
| Damp wipe / polish                              | 2                             |

| Washrooms<br>Tasks                                | Frequency<br>(times per week) |
|---|-------------------------------|
| <b>Removal of Waste</b>                           |                               |
| Remove Waste                                      | 5                             |
| Wash waste receptacles                            | 1                             |
| <b>Hard Floors</b>                                |                               |
| Sweep / Full Mop                                  | 5                             |
| <b>Verticle Surfaces</b>                          |                               |
| <b>Partition / cubicle walls</b>                  |                               |
| Damp wipe / wash                                  | 1                             |
| <b>All surfaces</b>                               |                               |
| Spot Clean  | 5                             |
| Dust / damp wipe                                  | 1                             |
| <b>Sanitary surfaces &amp; hand contact areas</b> |                               |
| Damp wipe / wash                                  | 5                             |
| <b>Mirrors &amp; Dispensers</b>                   |                               |
| Damp wipe / wash                                  | 5                             |
| <b>Furniture Fixtures &amp; Fittings</b>          |                               |
| Dust / damp wipe                                  | 1                             |
| <b>Consumables (if appropriate)</b>               |                               |
| Replenish toilet rolls, soap etc.                 | 5                             |

| Offices<br>Tasks                         | Frequency<br>(times per week) |
|--|-------------------------------|
| <b>Removal of Waste</b>                  |                               |
| Remove Waste                             | 5                             |
| Damp wipe receptacles                    | 1                             |
| <b>Soft Floors</b>                       |                               |
| Spot Suction Clean                       | 4                             |
| Full Suction Clean                       | 1                             |
| <b>Hard Floors</b>                       |                               |
| Dust mop / spot mop                      | 4                             |
| Full Mop                                 | 1                             |
| <b>Verticle Surfaces</b>                 |                               |
| Spot Clean                               | 5                             |
| <b>Furniture Fixtures &amp; Fittings</b> |                               |
| <b>Work Surfaces</b>                     |                               |
| a) Dust / damp wipe                      | 4                             |
| b) Damp wipe / polish                    | 1                             |
| <b>Other furniture &amp; fittings</b>    |                               |
| a) Spot clean                            | 4                             |
| b) Dust / damp wipe                      | 1                             |
| Dust / damp wipe – outside only          | 5                             |

| Dining Areas / Rest Rooms<br>Tasks               | Frequency<br>(times per week) |
|--|-------------------------------|
| <b>Removal of Waste</b>                          |                               |
| Remove Waste                                     | 5                             |
| Damp wipe bins                                   | 5                             |
| Wash bins  | 1                             |
| <b>Soft Floors</b>                               |                               |
| Full Suction Clean                               | 5                             |
| <b>Hard Floors</b>                               |                               |
| Dust sweep and full mop                          | 4                             |
| Spray clean / burnish / scrub                    | 1                             |
| <b>Verticle Surfaces</b>                         |                               |
| Spot Clean                                       | 5                             |
| <b>Furniture Fixtures &amp; Fittings</b>         |                               |
| Dust / damp wipe                                 | 5                             |
| <b>Table Tops</b>                                |                               |
| Spot Clean                                       | 5                             |
| <b>Mirrors &amp; Dispensers</b>                  |                               |
| Damp wipe / wash                                 | 5                             |
| <b>Provided Facilities (Oven, microwave etc)</b> |                               |
| Dust / damp wipe – outside only                  | 5                             |

| Refreshment / Vending Facilities<br>Tasks | Frequency<br>(times per week) |
|---|-------------------------------|
| <b>Removal of Waste</b>                   |                               |
| Remove Waste                              | 5                             |
| Damp wipe bins                            | 5                             |
| Wash bins                                 | 1                             |
| <b>Hard Floors</b>                        |                               |
| Sweep / Full Mop                          | 5                             |
| <b>Verticle Surfaces</b>                  |                               |
| Sweep / Full Mop                          | 5                             |
| <b>Furniture Fixtures &amp; Fittings</b>  |                               |
| Dust / damp wipe                          | 5                             |