

Client	ABC Company
Site Location	ABC Company Sydney – 1 George St, Sydney

Tasks and Location

Days of the Week

Entrance Foyers and Reception Areas	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Spot clean inside of glass entrance doors	NO	YES	YES	NO	YES	NO	NO
Vacuum and mop hard & soft floor areas.	NO	YES	YES	NO	YES	NO	NO
Spot clean accessible walls & ledges	NO	YES	YES	NO	YES	NO	NO
Wipe down of reception counters	YES	YES	YES	NO	NO	NO	NO
Remove cobwebs from entrance windows and ledges - internal & at external entries.	YES	YES	YES	NO	NO	NO	NO
Empty Bins and replace bin liners where required. All Waste lines & to be placed into skip bins on site	YES	YES	YES	NO	NO	NO	NO

Corridors and Passageways	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Spot clean inside of glass entrance doors	NO	YES	YES	NO	YES	NO	NO
Vacuum and mop hard & soft floor areas.	NO	YES	YES	NO	YES	NO	NO
Spot clean accessible walls & ledges	NO	YES	YES	NO	YES	NO	NO
Air vents/ AC filters to be dusted	YES	YES	YES	NO	NO	NO	NO
Empty Bins and replace bin liners where required. All Waste lines & to be placed into skip bins on site	YES	YES	YES	NO	NO	NO	NO

Meeting Rooms	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Spot clean all internal glass panels/doors	YES	NO	YES	NO	NO	YES	NO
Vacuum and mop hard & soft floor areas.	YES	NO	YES	NO	NO	YES	NO
Dust all surfaces including cleared & accessible desks & windowsills	YES	NO	YES	NO	NO	YES	YES
Spot clean accessible walls & ledges	NO	YES	YES	NO	YES	NO	YES
Return office furniture into a neat layout as required	NO	YES	YES	NO	YES	NO	YES
Remove cobwebs from entrance windows and ledges - internal & at external entries.	NO	YES	YES	NO	YES	NO	YES
Air vents/ AC filters to be dusted	YES	NO	YES	NO	YES	NO	NO
Empty Bins and replace bin liners where required. All Waste lines & to be placed into skip bins on site	YES	NO	YES	NO	YES	NO	NO

Open Plan and Individual Offices	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Spot clean all internal glass panels/doors	YES	NO	YES	NO	YES	NO	NO
Vacuum and mop hard & soft floor areas.	YES	NO	YES	NO	YES	NO	NO
Dust all surfaces including cleared & accessible desks & windowsills	NO	YES	YES	YES	YES	YES	YES
Spot clean accessible walls & ledges	NO	YES	YES	YES	YES	YES	YES
Return office furniture into a neat layout as required	NO	YES	YES	YES	YES	YES	YES
Remove cobwebs from entrance windows and ledges - internal & at external entries.	YES	YES	YES	YES	YES	YES	YES
Air vents/ AC filters to be dusted	YES	YES	YES	YES	YES	YES	YES
Empty Bins and replace bin liners where required. All Waste lines & to be placed into skip bins on site	YES	NO	YES	NO	YES	NO	NO

<b>Corridors and Passageways</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Wipe down all surfaces of kitchen benches, external cupboard doors, tabletops & sink	YES	NO	YES	NO	YES	NO	NO
Empty Bins and replace bin liners where required. All Waste lines & to be placed into skip bins on site	YES	NO	YES	NO	YES	NO	NO
Sweep & mop hard floors	YES	YES	YES	YES	YES	YES	YES
Remove any visible cobwebs from ceilings and windows	YES	YES	YES	YES	YES	YES	YES
Appliances to be wiped free of marks.	YES	YES	YES	YES	YES	YES	YES

<b>Bathrooms</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Wipe down all basins, benchtops, tapware and mirrors with suitable products	YES	NO	YES	NO	YES	NO	NO
Toilet bowls & Urinals to be scrubbed and wiped free of marks and stains	YES	NO	YES	NO	YES	NO	NO
Wipe down all cubicle partitions and surrounds free of prints and marks	YES	YES	YES	YES	YES	YES	YES
Replace all consumables as required. Excess not to be left accessible in cubicles	YES	YES	YES	YES	YES	YES	YES
Entrance doors, air vents wiped free of marks and dust	YES	YES	YES	YES	YES	YES	YES
Sweep & mop floor surfaces	YES	YES	YES	YES	YES	YES	YES
Remove any visible cobwebs from ceilings and windows	YES	YES	YES	YES	YES	YES	YES
Empty Bins and replace bin liners where required. All Waste lines & to be placed into skip bins on site	YES	NO	YES	NO	YES	NO	NO

Stairs	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sweep and mop steps	YES	NO	YES	NO	YES	NO	NO
Vacuum steps	YES	NO	YES	NO	YES	NO	NO
Dust and Damp wipe handrails	YES	YES	YES	YES	YES	NO	NO