

BUILDING: BAITUL MAKMUR II, LAKMNS
SERVICES: CLEANING (COMMON AREA)
DESCRIPTION: WORK SCHEDULE

NO.	ACTIVITY	FREQUENCY			
		DAILY	WEEKLY	MONTHLY	AS & WHEN
A	GENERAL AREA (Level G,G1,1st, 5th,6th to 17th)				
a.	Glazed Granite Tiles Randered Floor at Main Lobby, (Lift & Escalator) Lobby & Transit Office Corridor				
1	Thorough sweep and spot mop clean to remove litters and spillages	X			
2	Spot sweep and spot mop clean	X			
3	Spray buff floor with high speed buffing machine and granite solution to obtain a high gloss to enhance the standard cleanliness			X	
4	Thorough scrub clean floor with approved chemical			X	
b.	Walls and Ceilings (All type of Wall Include Granite Walls, Glass Door, Glass Panel and wall fittings)				
1	Spot wipe cleans all type of walls include granite walls, glass door, glass panel to remove finger prints, stains and grease marks. (Hand Reached Level & High Level)	X			
2	Thorough wipe clean with approved chemicals and glass cleaning kits.		X		
3	Dust clear cobwebs at walls and all ceiling junction.		X		
4	Damp wipe clean dust on wall fittings such as fire extinguisher, hoses, alarm bells, bulletin boxes and CCTV camera etc			X	
5	Damp wipe clean air-cond vent and light diffuser to remove dust and cobwebs.			X	
c.	Windows				
1	Wipe timber, metal, glass, plastic, ironmongery & fittings etc to inside and outside of windows, louvers, grilles, vents, skylight glass etc.		X		
2	Polish and oil timber, metal, glass, plastic, ironmongery and fittings etc to inside and outside of windows, louvers, grilles, vents, skylight glass, etc		X		
3	Clean the external surface of the glass (eg: balcony & skylights)		X		
B	TOILET (Level G, G1, 1st, 5th, 6th to 17th)				
1	Thorough wash clean, disinfect and deodorize floors and fitting therein such urinal bowls, wc bowls, washing basin tops, mirrors, wall tiles, waste bin etc. All floor and fitting therein to be wiped dry immediately after washing.	X			
2	Descale fittings such as urinal bowls, wc bowls, etc. Through wipe clean partitions, ceiling boards, air cond vent and light diffuser (include replenish toileterries and liquid hand soap, foam soap.		X		
3	Thorough scrub clean floor			X	
4	Spot check clean disinfect and deodorize floor and fitting therein. Ensure all floor trap free from obstacle.			X	
5	Spot wipe clean fingerprints, grease marks and stains on partitions.				X
C	CAR LIFT (Passenger & Loading Lift)				
1	Thorough sweep and mop clean to remove litters and spillages. Spot wipe clean walls, doors, mirrors and button panels.	X			
2	Spray buff floor with high speed buffing machine and buffing solution to obtain a high gloss to enhance the standard of cleanliness.	X	X		
3	Vacuum clean door tracks to remove dirts and sand particles of all lifts		X		
4	Polish stainless steel surfaces.			X	
5	Clean ventilation grilles and ceiling of lift car.			X	

D	STAIRCASES (Cement Randered Staircases, Tiles Randered Staircases and Handrails)				
1	Thorough sweep and mop clean steps and landing. Damp wipe clean handrails and balustrades.	X			
2	Thorough sweep to remove litters and spillages and mop clean with approved chemicals.		X		
3	Wipes cleans handrails with approved chemicals.		X		
4	Sweep and vacuum clean of cobweb on wall and ceiling area.			X	
5	Polish clean all steel surfaces.			X	
E	EXTERNAL AREA				
a.	External Compound, Entrance and Foyer				
1	Spot sweep clean floor to remove litters and sand particles.	X			
2	Spot mop clean to remove spillage and degrease clean oil surfaces.				X
3	Pressure wash clean paver and stone surfaces with chemical and pressure jet and suck dry with wet & dry vacuum.			X	
4	Thorough wipe clean aluminium ceiling and cladding. Through wash clean roofing glass skylights		X		
b.	Open Door Landscape Areas, Potted Plants, Garden Terrace Area, External Walkways, Bridge Passage Ways and Ramps				
1	Remove litters and cigarette	X			
2	Thorough sweep and mop clean floor	X			
3	Spot sweep and mop clean floor				X
4	Thorough scrub floor clean with scrubbing machine and approved chemicals.			X	
c.	Bin Centre (Basement)				
1	Remove litters	X			
2	Thorough sweep and mop clean floor	X			
3	Spot sweep and spot mop clean floor				X
F	CARPARK (All Level - B2 to Level 5)				
a.	All cement Flooring				
1	Spot sweep clean to remove litters	X			
2	Thorough sweep clean to remove dust and sand particles	X			
3	Spot mop clean and remove spillages, suck dry puddles of water with wet & dry vacuum and degrease oily stainses areas with approves degreasing detergents.		X		
b.	Parking Amenities				
1	Damp wipe clean parking amenities	X			
c.	Lift Lobbies				
1	Thorough sweep clean to remove dust, litters and sand particles.	X			
2	Spray buff with approves chemicals.		X		
3	Light scrub clean the floor with approved chemicals.			X	
4	Dust clear cobwebs at wall and ceiling.			X	
d.	Overhead Piping and Ducts, Signages, Handrails and Fixture Fitting				
1	Thorough wipe clean to remove dust with approved chemicals.			X	
2	Dust clear cobwebs at wall and ceiling.			X	

Updated on 12 August 2024