

## Proposed Routine Cleaning Schedules

### Cement Screed Floor

- Dry-sweep once a day, to remove all loose dirt, dust, etc. special attention to be given to junctions with skirting, stair treads risers and stringers door frames, walls, columns etc.
- Once a quarterly month thoroughly scrub all screeded floors, except those of the Car Parks and ramps, with a heavy duty scrubbing machine and an approved detergent, and wash down using a high power water jet machine. ( Subject to MA schedule/S.O. instruction )

### Mosaic, Slate and Ceramic Tiles

#### Floors, Staircases, Pavements and Walkways

- Dry-sweep once a day. Damp-mop heavily trafficked areas with clean water immediately after sweeping.
- Damp-mop all such tiled areas including skirting and stringers twice a week with an approved detergent and disinfectant diluted to Manufacturer's Instructions. Areas affected by embedded grime and stubborn stain that cannot be removed by mopping shall be scrubbed with a heavy duty scrubbing machine.
- Thoroughly scrub all such tiled areas once in every month, using a heavy duty-scrubbing machine and approved detergent and disinfectant, diluted to Manufacturer's instructions. Rinse with clean water/high pressure machine and collect all wastewater with a suction machine and allow surfaces to dry thoroughly.

### Walls, Columns, Parapets and Copings

- Damp-wipe with clean water once a week.
- Damp-wipe with an approved detergent and disinfectant diluted to Manufacturer's Instructions, once a month.

### Marble Floors/Granite Floors

- Dry-sweep twice a day with a dust mop system and damp mop with clean water immediately after sweeping.
- Burnish with high speed polisher and an approved chemical to bring floor to a shine

### Walls

- Damp-clean walls once a week with an approved detergent and disinfectant diluted to manufacturer's instructions.

### Carpets

- Brush and clean with vacuum cleaner once a day.
- Spot shampooing will be required immediately for the lightly stained areas
- Shampoo all carpeted areas with approved shampoo once in three months

### Stainless Steel

- Damp-mop once a day with clean water, to remove all finger marks, etc.
- Polish once a week with an approved liquid polish. Damp-mop once a week with an approved detergent and disinfectant diluted to manufacturer's instructions.

### Precast Slabs with Exposed Aggregate and Granolithic Cement Floors

- Dry-sweep once a day.
- Scrub with clean water once a week, rinse and sweep dry.
- Once monthly, use high pressure washer to flush out embedded stains, dirt, and chewing gum, etc.

### Glazed Tile Dados and Walls

- Damp-mop with clean water once a day.
- Damp-mop with an approved detergent and disinfectant diluted to Manufacturer's instructions. Once a week, care shall be taken to keep the cement pointing of the tiles free of all grease and accumulated grime.

### Emulsion Painted Wall or Partition Surfaces, Columns, Parapets and Copings

- Damp-mop areas dirtied by fingermarks and stains, with an approved detergent and disinfectant diluted to Manufacturer's instructions.
- Once a month, care shall be taken in ensuring the removal of marks/stains

### Timber and Glazed Paneling to Walls and Partitions including Doors, Windows, Frames and handrails

- Feather dust timber paneling and partitions once a week, special attention to be given to junctions with ceilings, columns, etc.
- Damp-wipe with clean water all glazing's, both sides of doors, windows and partitions but on the inside only of fixed glazing on curtain wall; allow to dry and then polish with clean chamois leather

**Aluminum Strip Ceiling, Exposed and Semi-Exposed Aluminum Grid Suspensions of Mineral Fibre**

Ceilings including Laminated Plastic

- Feather dust once a month, to remove all cobwebs etc. special attention to be given to junctions with walls and columns.
- Damp-wipe once a month with clean water.
- The inlet and return air grilles of the air-conditioning system including those of the perimeter ducting system shall be damp mopped with clean water once a month and with an approved detergent and disinfectant diluted to Manufacturer's instructions, once in every three months.
- Where plastic light diffusers are permanently fixed, the accessible surfaces shall be damp-wiped with clean water once a month. In instances where such diffusers are detachable these shall be carefully removed once a month, cleaned with detergent and water, rinsed in clean water, wiped dry and refixed in position.
- Graphics on walls, doors or partitions (i.e. three dimensional letterings directional arrows, etc.) shall be cleaned once a month by damp-mopping with an approved detergent and disinfectant, diluted to Manufacturer's instructions.
- All cleaning staff will be instructed to exercise every care when dismantling and refixing any of the aforesaid items

**Mirrors**

- Polish once a day with clean, chamois leather.
- Clean once a week with an approved liquid cleanser and polish to shine with clean chamois leather. Under no circumstances shall water be used for the cleaning of mirrors.

**Fire Hose Reel Cabinets or Fire Extinguisher**

- Damp-wipe once a week with an approved detergent and disinfectant diluted to manufacturer's instructions.

**Plant Rooms, Squash and Tennis Courts, Management Office, Club House, Function Rooms, Security Guard House and Counter**

- Thoroughly sweep and damp mop all accessible floor areas, once a day. Avoid any interference with or disturbance to any machinery, plant, motor gear, etc.
- Damp wipe and remove stains from accessible wall surfaces once a week.



### Refuse

The Contractor shall ensure that all refuse from bin chutes are to be collected on daily basis, basis and cleaning containers are cleared and placed them inside the bin centres. All chutes and containers to be washed immediately after collection. The Contractor to provide all equipment/machinery deemed necessary for this operation.

All refuse collection from the individual refuse bins and other parts of the Property will be placed in specially provided bulk containers at the bin centre. The bin centre shall be kept locked at all times when not in use.

- Refuse Bins and Bulk Containers

The refuse bins and bulk containers shall be thoroughly scrubbed with water and sodium hydrochloride immediately after the daily refuse collection has been effected. All bins shall be properly and neatly stacked up after washing

### Dry-sweep entire area once a day

- Scrub affected area by algae growth and other stains once a month or as and when needed. More frequent and extensive scrubbing shall be carried out during the wet season when algal growth is expected to be more profuse.

### Lifts

- Vacuum/sweep floors and disinfectant twice a day, once before 8:30 am, or once before 10:00 noon and again after 3:00 pm (subject to alteration).
- Damp-mop lift car walls, doors (both sides) architraves, control panels, control buttons, switches floor indicator panels, ceiling, light fittings, and fan grilles once a day with an approved detergent and disinfectant diluted to Manufacturer's Instructions.
- Polish metal components of the lifts with an approved liquid polish weekly.
- The Contractor shall allow for more frequent cleaning of lift car floors during the wet season.

### Others

- Swimming Pools, Changing Rooms, Barbecue Pit Areas and Children's Playground
- Wash apron of swimming pools monthly and mop dry immediately after.
- Remove leaves from the swimming pools daily or as and when necessarily
- Clean pool deck furniture, clean filters, scrub and use high pressure water jet washing of the pool deck alronto clear stubborn stains weekly.
- Wash the changing rooms daily and mop dry immediately, ensuring that the floors are clean and dry throughout the day. Ensure that adequate disinfectant and deodorant tablet
- Wash and remove grease from barbecue pits and clean and mop all areas daily and wash once a week.
- Clean and wipe the Children's Playground equipment once a week.
- Furniture, Fittings and Doors

### Furniture (if any)

- Feather dust all furniture and damp mop all table tops once a day.
- Damp-mop all furniture, including those with PVC upholstery, but excluding fabric upholstered furniture, with an approved detergent and disinfectant diluted as previously described herein, once a week.
- Polish all timber furniture including timber troughs for potted plants with an approved liquid furniture polish once a month
- Vacuum clean all fabric upholstery of furniture at least once every three months.

### Furniture Fittings

- Polish all furniture fittings and metal furniture of doors with an approved liquid polish once a week.
- Toilets Floors
- Thoroughly scrub and flush with clean water once a day.
- Sweep dry, and mop with an approved detergent and disinfectant diluted to manufacturer's instructions.  
The contractor shall allow for more frequent scrubbing and flushing if directed by the Superintending Officer.

### Walls

- Damp-mop once a week with an approved detergent and disinfectant, diluted as previously described herein.
- Scrub once a month with a similar detergent and disinfectant, and remove all dirt and stubborn stains, care being taken to also clean the cement pointing of wall tiles.
- Doors and Windows including Fittings
- Damp-mop both sides of doors and inside surfaces of windows including fittings once a day with an approved detergent and disinfectant diluted to manufacturer's instructions

### Sanitary Fittings

- All wash basins, sinks, W.C. suites, urinals, etc. shall be washed and cleaned before 10.00 am with an approved detergent and disinfectant diluted to manufacturer's instructions.
- W.C. pans shall be cleaned with a nylon bristle lavatory brush and approved bactericidal toilet cleanser. The cleaning of the W.C. pans shall not be confined only to brushing of the bowls, but shall be extended to the undersides of the flushing rims, and the necks of traps. The W.C. Seats including the undersides, shall be damp-mopped once a day, with the afore-mentioned bactericidal cleanser.
- Chrome plated and stainless steel fittings, such as stop-cocks, bib-cocks, bottle traps, paper towel dispenser and receptacles and all other exposed pipes and fittings shall be damp-mopped once a day with the approved detergent and disinfectant diluted

to manufacturer's instructions, and polished with an approved liquid polish once a week.

- All mirrors shall be thoroughly cleaned once a day with a soft dry cloth to remove all dust and blemishes. Accumulations of water droplets on mirror surfaces, shall be constantly wiped off throughout the whole day.

**Note**

- A more comprehensive schedule with time and date for works to be carried out will be submitted upon award of the above said contract
- All works carried out will not extend beyond the height of 2 meters (any works that needs to be carried out will be quoted on ad-hoc basis)
- Our quotation does not include the services of any façade cleaning (any works that needs to be carried out will be quoted on ad-hoc basis)