

Offices and Meeting Spaces

Please see attached specification, outlining requirements and technical detail.

CLEANING AREAS	TASKS	FREQUENCY
GENERAL OFFICE SPACE		
HARD FLOORING	Flooring to be vacuumed/swept removing all dust particles and debris. Rubbish to be removed. Attention to be given to corners, angles and lower sills. Damp mop floors. Surface to be cleaned using a very mild chemical as per the OAMs	Daily
RESILIENT & CARPET FLOORING	Flooring to be vacuumed/swept removing all dust particles and debris. Rubbish to be removed. Attention to be given to corners and angles. Resilient floor surfaces shall be maintained to a shine, matt, or natural appearance.	Daily
HORIZONTAL & VERTICAL SURFACES	Up to a safe and practical height, all surfaces to be dusted removing dust particles and debris. Stains, dirt marks to be removed. Surfaces to be left clean and dry.	Daily
FLOOR BOXES	Floor boxes to be vacuumed and left in clean and tidy condition.	Weekly
WASTE BINS	Bins to be emptied. All rubbish to be disposed of in appropriate bins in bin store. Bins to be damp wiped removing any stubborn stains. Clean bin liners attached. Leave bins in clean dry condition.	Daily
FULL CROCKERY SERVICE	All cups, crockery, utensils to be removed from area and taken to kitchens, washed, and stored in the correct location.	Daily
DESK/FURNITURE/SEATING/PODS	Desks, furniture to be damp wiped, removing any staining leave in clean dry state. Seating/PODS to be	Daily

	dusted/vacuumed removing debris leaving in a clean state.	
OFFICE DESKS	Vacuuming of power outlets	Daily
FIXTURES & FITTINGS	To be damp wiped/dusted removing dust, dirt, finger marks and any other superficial marks. No accumulation of dirt in corners or angles. Including new future wall,	Daily
MEETING PODS AND OPEN PLAN EVENT AREAS	Flooring to be vacuumed/swept. Surface's damp wiped or dusted. Any staining, hand marks or scuff marks to be removed from walls, cupboards, and drawers. TV Screens and whiteboards cleaned and dusted	Daily
FLOOR BOXES	Floor boxes to be vacuumed and left in clean and tidy condition.	Weekly
INTERIOR PARTITIONS GLAZING	Dusted and kept clean, any visible marks to be removed	Daily
WASTE COLLECTION	All waste to be collected and disposed of as per the Customer waste recycling disposal procedure.	Daily
PRINTER AREAS	To be damp wiped and bins emptied and left in a clean dry finish	Daily

	TASKS	FREQUENCY
PRESENTATION AREA		
WASTE BINS/RECYCLE BINS	Bins to be emptied. All rubbish to be disposed of in appropriate bins in bin store. Bins to be damp wiped removing any stubborn stains. Clean bin liners attached. Leave bins in clean dry condition. (Contractor to supply liners)	Daily
HIGH LEVEL AREAS	At a safe practical height two meters, surfaces to be damp wiped or dusted removing all dust and debris. All stains, marks, and stickers to be removed.	Weekly
PRINTER AREAS	To be damp wiped and bins emptied and left in a clean dry finish	Daily

DOORS AND WALLS	Damp wipes all doors and walls in the area removing stubborn marks and dirt/ grease marks leaving a dry clean finish.	Daily
FLOORS	Floors to be vacuumed/swept removing all dust and debris. Rubbish to be removed. Damp mop floor leaving a dry clean finish.	Daily
HORIZONTAL AND VERTICAL SURFACES	Up to a safe and practical height, all surfaces to be dusted removing dust particles and debris. Stains, dirt marks to be removed. Surfaces to be left clean and dry.	Daily
SINKS & WATER DISPENSERS	Sinks to be thoroughly cleaned and disinfected removing lime scale, calcium deposit and coffee stains. Water dispensers thoroughly cleaned removing any lime scale and calcium deposits. Taps to be cleaned and left in a shiny clean finish.	Daily
KITCHEN APPLIANCES	All appliances to be thoroughly cleaned inside and out. Remove any staining, finger marks and dust to be left in a clean dry state. Dishwashers to be emptied and loaded as required.	Daily
STAFF KITCHEN	All kitchen cabinets, drawers, and refrigerators to be thoroughly cleaned and left in a clean dry state Kitchen worktops thoroughly cleaned and disinfected and left in clean dry state Kitchen flooring to be wet mopped thoroughly cleaned and left in a clean dried state	Weekly Daily
FURNITURE	All tables and chairs to be damp wiped and left in a clean dry state	Daily
KITCHEN SHELVING	ALL WOOD SHELVING DUSTED AND CLEANED AND LEFT IN CLEAN DRY STATE	Daily
FULL CROCKERY SERVICE	All cups, crockery, utensils to be removed from area and taken to kitchen, washed, and stored in the correct location.	Daily

HOSPITALITY KITCHEN	All kitchen cupboards, drawers, and refrigerators to be thoroughly cleaned and left in a clean dry state. All worktops thoroughly cleaned and disinfected and left in clean dry state Kitchen flooring to be wet mopped cleaned and dried and left in a clean dry state	Weekly Daily
INTERNAL DOORS/FURNITURE	To be cleaned and dried and left in a grease free and clean finish. Glass to be cleaned and left in a smear free finish	Weekly
CLEANING AREAS	TASKS	FREQUENCY
MEETING ROOMS, PODS AND QUIET AREAS		
FLOORS	Flooring to be thoroughly vacuumed including lower Cills removing all dust and debris from floor surface. All rubbish to be removed.	Daily
FURNITURE	Desks and tables to be damp wiped/polished and left in clean dry state. Chair seating and backs to be vacuumed and placed correctly under tables.	Daily
HORIZONTAL AND VERTICAL SURFACES	Up to a safe and practical height, all surfaces to be dusted removing dust particles and debris. Stains, dirt marks to be removed. Surfaces to be left clean and dry.	Daily
FLOOR BOXES	Floor boxes to be vacuumed and left in clean and tidy condition.	Weekly
INTERIOR PARTITIONS GLAZING	Dusted and kept clean, any visible marks to be removed	Daily
DEEP CLEANS		
HARD FLOORING ALL AREAS	Deep clean of all hard floors leaving a clean and dry finish	Annual
CARPETS	All carpeted areas to be deep cleaned, and left stain free, clean, and dry	Annual
KITCHENS	Deep clean of all kitchen cupboards and work surfaces, fridges, microwaves deep cleaned and left in a clean and dry state.	6 Monthly

INTERNAL WINDOWS		
3 RD FLOOR WINOWS/PARTITIONS GLAZING	To be cleaned and left in a clean streak free finish.	3 Monthly

EVENT SPACE (as per floor plan)	TASKS	FREQUENCY
HARD FLOORING	Flooring to be vacuumed/swept removing all dust particles and debris. Rubbish to be removed. Attention to be given to corners, angles and lower sills. Damp mop floors. Surface to cleaned using a very mild chemical as per the OAMs	Daily
CARPETS	Carpet areas to be vacuumed and spot checked and cleared of all staining and debris	Daily
FLOOR BOXES	Floor boxes to be vacuumed and left in clean and tidy condition.	Weekly
WASTE BINS	Bins to be emptied. All rubbish to be disposed of in appropriate bins in bin store. Bins to be damp wiped removing any stubborn stains. Clean bin liners attached. Leave bins in clean dry condition.	Daily
FULL CROCKERY SERVICE	All cups, crockery, utensils to be removed from area and taken to kitchens, washed, and stored in the correct location. New kitchen shelf feature to be fully stocked up with sufficient crockery to last all day (mugs & drinking glasses) Event crockery to be stored in hospitality kitchen	Daily
FIXTURES & FITTINGS	To be damp wiped/dusted removing dust, dirt, finger marks and any other superficial marks. No accumulation of dirt in corners or angles. Including new future wall,	Daily
HORIZONTAL & VERTICAL SURFACES	Up to a safe and practical height, all surfaces to be dusted removing dust particles and debris. Stains, dirt marks to be removed. Surfaces to be left clean and dry. In addition, the new bespoke feature ceiling and walls with wood effect panelling	Daily
DECORATIVE LIGHTING	All lights and fittings to be dusted, wiped and left in a clean streak free finish	Weekly

COFFEE BAR AREA	Coffee bar to be kept in pristine condition, washed, and dried to a clean shine finish. Zip taps to be cleaned thoroughly and descaled weekly	Daily Daily Weekly
ENTRANCE & RECEPTION AREA	TASKS	FREQUENCY
ENTRANCE & RECEPTION AREA	Shall be maintained to a prestigious finish to external and internal surfaces. Vacuum floors, including corners and angles. Damp wipe walls and surfaces removing any marks or staining. Remove all litter. Reception desk and phone thoroughly cleaned removing all dirt/grease marks and left in a clean dry state.	Daily
PRINTER AREAS	To be damp wiped and bins emptied and left in a clean dry finish	Daily

RECEPTION / ENTRANCE	Daily-5 Days	Weekly	Monthly	As Required
Sweep/ Damp Mop Hard Flooring				
Spot Clean Carpeted Areas				
Dust / Damp Wipe Reception Desk & Other Work Surfaces Up To Hand Height				
Empty wastepaper bins and move to designated areas.				
Vacuum upholstered furniture				
Dust and Sanitize telephones				
Remove dust by dusting / damp wipe all accessible horizontal surfaces up to hand height. Sills, ledges, fire extinguishers etc.				
Dust / damp wipe skirting boards				
Remove cobwebs using a four-foot cane flick duster.				
All walls hung pictures, notice boards and any other wall decorations to be dusted.				
Remove fingerprints / stains from glass doors, partitions, light switches etc.				
Vacuum all carpeted areas.				

Damp wipe stair nosing				
Remove dust by dusting / damp wipe all accessible horizontal surfaces up to hand height. Sills, ledges, fire extinguishers etc.				
Dust/damp wipe exposed skirting boards.				
Remove cobwebs using four-foot cane flick duster.				
All walls hung pictures, notice boards and any other wall decorations to be dusted.				
- Remove fingerprints / stains from glass doors, partitions, light switches etc.				
Spot vacuum all carpeted areas, mats, and rugs				
Sweep/Damp Mop hard Flooring				
Clean and Polish Handrails				
Remove Dust from Balustrades				
Remove dust by dusting / damp wipe all accessible horizontal surfaces up to hand height. Sills, ledges, fire extinguishers etc.				
Dust / Damp Wipe Skirting Boards				
Dust All Wall Hung Pictures and Notice Boards				
Remove Cobwebs Using 4ft Cane Flick Duster				
Vacuum/ Sweep and Mop All Hard Floor Ares				

	Daily- 5 Days	Weekly	Monthly	As Required
MEETING ROOMS / BOARD ROOM				
Remove fingerprints / stains from glass doors, partitions, light switches etc.				
Vacuum All Accessible Carpeted Areas Where Applicable				
Dust / damp wipe tables and other work surfaces, up to hand height				
Floor boxes to be vacuumed and left clean and tidy.				
Spot Clean Carpeted Areas				
Empty Wastepaper Bin and Move Waste to Designated Area				

Sanitize and Dust Telephones				
Dust / Damp Wipe Skirting Boards				
Remove dust by dusting / damp wipe all accessible horizontal surfaces up to hand height. Sills, ledges, fire extinguishers etc.				
Remove cobwebs using a four-foot cane flick duster.				
All walls hung pictures and other wall decorations will be dusted.				
Remove soiled crockery, glasses, cutlery, coffee jugs etc. to kitchen/s				
Remove fingerprints / stains from glass doors, partitions, light switches etc.				
Vacuum all accessible carpeted areas.				
Spot vacuum carpeted areas				
Dust / damp wipe tables and other work surfaces, up to hand height				
Spot clean carpeted areas				
Empty wastepaper bin and move waste to designated areas.				
Empty shredding machine and reline.				
Dust and sanitize telephones.				
Dust external surfaces of computer monitors				
Remove dust by dusting / damp wipe all accessible horizontal surfaces up to hand height. Sills, ledges, fire extinguishers etc.				
Dust / damp wipe skirting boards				
Remove cobwebs using a four-foot cane flick duster.				
All walls hung pictures and other wall decorations will be dusted.				
All desk power boxes to be vacuumed and left clean and tidy.				
Empty shredding machines and re line				
Emptying recycling collection bins and remove to designated area bins, to prevent build up.				
Empty bins and remove waste to designated areas.				

Sweep then clean using either machine or steamer.				
Replenish consumable products.				

WASHROOMS CONTINUED	Daily-5 Days	Weekly	Monthly	As Required
Clean and disinfect urinals, toilet bowls, seating, etc.				
Clean and disinfect sinks and associated work surfaces and splash backs.				
Clean and dry buff mirrors taps and other fixtures and fittings.				
Descal base to taps and plugholes.				
Spot clean walls and toilet partitions				
Clean shower doors, cubicles, trays, shower head, plug holes and pipe work.				
Descal shower head.				
Empty bins and reline.				
Sweep then clean using either machine or steamer.				
Empty bins wash external surfaces / tops and reline.				
Remove waste to designated areas.				
Sweep then clean using either machine or steamer.				
Dry spot mop spillages during the day				
Clean and disinfect sinks and associated work surfaces and splash backs.				
Clean and dry buff external surfaces to kitchen appliances such as microwaves, fridges, etc.				
Place soiled crockery, cutlery, glasses, etc. in dishwasher, set to run, empty load, and put away.				
Clean external surfaces of cupboards				
Remove dust by dusting / damp wipe all accessible horizontal surfaces up to hand height. Sills, ledges, fire extinguishers etc.				
Flick dust high level areas using a four-foot cane flick duster.				

Wipe external surfaces of water machines, clean drip tray.				
Wipe Clean Sinks, Taps and Surrounds Using Anti-Bacterial Cleaner				
Thoroughly clean inside and outside of toilet bowls and both sides of seats				
Dry Mop Any Floor Spillages				
Remove Any Marks From Doors / Partitions and remove Splash Marks From Mirrors and Buff Clean				
Check All Ledges, Sills, Door Closures and Surrounds Are Clean				
Check and Re Stock All Consumables as and when Required.				

DAY CLEANER RECEPTION SPOT CHECKS	Daily-5 Days	Weekly	Monthly	As Required
Check all the above areas as per morning cleaning duties.				
Litter Pick / Damp Wipe / Dust as when required.				
Check / Clean Reception Desk Where Applicable				
Check / Clean Reception Entrance Matting				
Dry Spot Clean Hard Floors Where Necessary				
Empty Bins, Clean and Re Line Where Necessary				
DAY CLEANER MEETING ROOMS / BOARD ROOMS				
Check / Clean Meeting Room Desks, Carpets, Chairs, Glass, Panels				
Clear away Catering Trays & Food				
Re-Align All Meeting Room Furniture as per Client's Specification, Including Pens, Phones and Applicable Equipment				
Re – Set Meeting Rooms for Next Meeting When Applicable				