

TYPICAL TENANCY CLEANING

1. RUBBISH	NOTE	FREQUENCY
Coordinate and work with any nominated parties to manage the recycling for the building. Remove any recycling bins and contents to the basement waste management area		Daily
Sort the waste to maximise the recycled items		Daily
Empty wastepaper garbage containers and remove		Daily
Remove waste to area to nominated disposal point (including recycling bins etc)		Daily
Damp wipe garbage containers		Daily
Change garbage bin liners		Daily
Any items marked "rubbish" to be removed.		As required
Return all rubbish bins to original location		Note

2. CARPETED FLOORS / CONCRETE FLOORS

Remove loose material and other litter (staples etc).		Daily
Full vacuum clean all floor surfaces including under desks, work stations, tables and chairs		Daily
Vacuum clean all corners, edges and skirting of walls, partitions and work stations		Weekly
Spot clean marks, stains and spills with approved cleaning agent. If the stain remains in the carpet notify the Building Manager immediately.		As required
Periodic shampoo clean of all carpeted floors as per the carpet manufacturers recommendations to ensure the warranty is not compromised.		Frequency to be advised. Separate price per floor per clean

Note: Any spillage on carpeted floors must receive priority attention (even at the expense of other routine functions as required.)

3. TOILETS, WASHROOMS AND AMENITIES

Clean and disinfect pans, seats, lids, urinals, urinal separation panels, tiles around the urinals, taps, all chrome fittings, pipes, doors, door handles, mirrors, basins, door closers, waste paper receptacles, soap holders and door grills. Floor mop NOT to be used to clean seats.	Daily
Clean all internal doors, door frames, partitions, wall tiles and painted walls from floor to ceiling, including the spot cleaning of all marks.	Daily
Mop wash clean and disinfect all floor tiles with germicidal agent paying particular attention to corners and edges. Loose materials such as hair etc to be swept first and then the floors to be mopped.	Daily
Clean all supply and exhaust air vents and light coverings	Monthly
Polish off bright metal and plated fittings	Weekly
Remove rubbish from waste bins	Daily
Replace bin liners	Weekly
Disinfect bins	Weekly
Wipe and clean door jambs	Fortnightly
High dusting of ledges and tops of partitions and doors (above 2 metres)	Monthly
Thorough wet wash of all wall and floor tile surfaces	Monthly

4-TYPICAL TENANCY CLEANING - GENERAL

Dust all office furniture including meeting rooms and conference rooms and foyers (furniture), desks, work stations, including the partitions, chairs, counters, picture frames, ledges, paintings, doors, cupboards, cabinets and any other furniture or fitting. Use impregnated cloth or damp cloth. Wipe clean all stains	Daily
Spot clean doors, door handles, light switches, wall surfaces and partitions up to 2 metres	Daily
Dust all skirtings, window sills and ledges, partition ledges, external signs from floor to ceiling and door frames	Weekly
Remove cobwebs	Daily
Wipe clean lift call buttons	Daily
Complete clean of all entry doors including frames	Weekly
Remove dust, marks and spillage from all light surfaces, power points and their surrounds (spot clean as required)	Weekly
Clean out fire hydrant cupboards and dust fire fighting appliances	Monthly
Damp wipe all exit signs	Monthly
Remove dust from all high level partitions, frames, furniture and ledges and sills	3 Monthly
Dust and wipe all ceiling supply air registers, return air grills and light diffusers	6 Monthly
Perimeter and fire stair doors must never be chocked open	Note
Internal office doors to be re-locked or shut as they	Note

CBREL
CLEANING SERVICES

were found

Tenancy entry doors to be locked when cleaner is not present and on completion if no staff are present Note

Desks only to be cleaned if they have been cleared by the Tenant. Note

Lights to be turned off if there are no tenants within the tenancy area. Note

TYPICAL TENANCY TEA ROOMS KITCHENS

Sweep/vacuum and damp mop vinyl floors to remove all marks, stains and spills	Daily
Clean and wipe stainless steel sinks, taps, spout, drains, outside of fridge, food warmers, appliances and miscellaneous fittings	Daily
Machine buff vinyl floors	Weekly
Clean and mop all ceramic tile and natural stone floors to remove all marks, stains and spills	Daily
Wash clean laminated cabinet tops, vertical and horizontal services and handles	Daily
Wipe clean all wall tiles	Daily
Wash wall tiles to full height	Monthly
Remove dust and marks from inside faces of cupboards and walls	Daily
Empty waste bins, clean and remove marks	Daily
Replace bin liners	Daily
Empty all waste containers, clean and remove marks and stains from waste bins	Daily

CBREL
CLEANING SERVICES

Disinfect bins	Weekly
Polish all bright metal and plated fittings	Daily
Replenish paper hand towels supplies from Tenants Stock	Daily
Clean cabinet tops	Weekly
Clean and dust light diffusers and exhaust vents	6 Monthly

6. GLASS CLEANING - TYPICAL TENANCY

Spot clean glass desk top surfaces where appropriate	Daily
Spot clean finger marks from glass door panels, mirrors, glass partitions paying attention to edges and corners	Daily
Clean and remove finger marks and smears from entrance foyer doors and glass side panels	Daily
Wash and squeegee partition glass internal and external tenancy foyer glass from floor to ceiling	Monthly

7. COMMON AREA CLEANING

LIFTS

Wipe/mop tiled flooring, in lifts, including edges.	Daily
Fully clean all marks, stains and spillages from all walls ceilings, doors and door frames	Daily
Dust interior of lift	Daily
Remove dust, marks and spillages from all internal floor selectors and indicator panels	Daily
Clean stainless steel surfaces with an approved stainless steel cleaning product	Daily

CLEANING SERVICES

Wipe clean all external lift indicators and wall buttons Daily

Clean lift door track of foreign matter, wash and wipe dry (each floor) Daily

Wipe clean all marks from mirrors and glass Daily

Remove dust from door buffers Daily

Dust ceiling light diffusers and ceilings Monthly

REAR LANE

Remove loose rubbish and sweep the area. Daily

MDF ROOM

Damp mop then vacuum the floor and remove any rubbish Monthly

SERVICE AND HYDRANT CABINETS

Inspect, remove any litter and vacuum. 3 Monthly

PLANT ROOMS / AIR HANDLING ROOMS

Vacuum floors and remove loose rubbish. 3 Monthly

FIRE STAIRS

Sweep all stairs and landings 2 Weekly

Remove rubbish, loose paper and other litter 2 Weekly

Remove marks and spillages from stairs and landings using a damp mop 2 Weekly

Wipe clean handrails with disinfectant Weekly

CBREL
CLEANING SERVICES

Clean all doors, door jambs, frames, hinges and closers Monthly

EXTERNAL BUILDING PERIMETER

Remove rubbish and sweep ramp and steps at entrance doors Daily

Scrub external paving to remove marks, dirt and spills at entrance doors Weekly

Clean glass auto doors. Daily

Remove cobwebs from the underside of the awning and the glazing Daily

Check and remove any graffiti on external building perimeter. Daily

Façade clean up to the underside of the awning and cleaning of the columns (as per the Alucobond instructions) 3 Monthly

MAIN FOYER INTERNAL

Sweep floor with particular attention to corners and edges Daily

Mop floor and buff as applicable for the floor surface Daily

Clean the inset carpet to both foyer entrances and remove any gum etc Daily

Clean the furniture with an appropriate cleaning agent Daily

Wipe down all ledges and clean all mirrors Daily

Clean the 3 main light fittings especially the top of the fittings and the ledge of the glazing around the atrium 3 Monthly

Vacuum the feature carpet in accordance with the manufacturers recommendations Daily

CBREL

CLEANING SERVICES

Wipe down the mesh features	Daily
Wipe down all walls with soft damp cloth to ceiling	Weekly
Spot clean any marks or spills	Daily
Dust directory boards & wipe down letter box	Weekly
Full clean to stainless steel lift reveals, lift doors and features using a squeegee and non-alkaline detergent and water (no spray applications)	Daily

GLAZING

Spot clean all glazing including external glass	Daily
Clean all foyer glazing and polish glass front doors – full height	Weekly
Clean stainless steel hand rail	Weekly
Clean & Polish the Stainless Steel Building Name Plate, numbering and any lettering on the perimeter of the building	Weekly
Wash all external ground floor glazing from ground to ceiling level	Fortnightly Separate price per clean

TYPICAL TENANCY FLOOR COMMON AREAS

Remove rubbish, loose material and other litter	Daily
Full vacuum clean all floor surfaces and mop	Daily

CLEANING SERVICES

Full vacuum clean of all corners, edges and skirtings	Daily
Spot clean marks, stains, spills to carpeted areas with approved cleaning agent. If the stain remains in the carpet notify the property supervisor	As Required
Spot clean all wall surfaces up to 2 metres	Daily
Spot clean to lift reveals	Daily
Clean window frames and glazing	Daily

