

2.3 Quote Job Specification 2.3 QJS: 1213



Description

SG CQ OFFICE GENERAL CLEANING SERVICE: Charged per Hours Daily

CLEANING ROUTINE:

- [*] ENTRANCE AREA:
 - [*] W. Area immediate to the front entrance swept clean & maintained free of litter dirt & grime
- Vacuum mats
 - [*] D. Thoroughly clean glass entrance doors
- [*] GLASS PARTITIONS & INTERNAL WINDOW:
 - [*] M. Dust free by feather duster
 - [*] D. Spot clean
- [*] FURNITURE:
 - [*] W. Damp dust: Desks, counter tops, Do not move paper on desks
 - [*] M. Damp dust: Filing cabinets, chairs, picture frame, aircon grills, venetian blinds etc
 - [*] D. Remove spot, stain & marks
 - [*] M. Curtain & Blind: Remove dust by feather duster & AR. Vac chair & arrange
- [*] OFFICE EQUIPMENT: Fax, Printer, Copy Machine, Tel, TV, Computer Monitor
 - [*] D. Remove dust by feather duster
 - [*] M. Wipe & Sanitise telephone hand set thoroughly
 - [*] W. Dump dust office equip
- [*] GENERAL:
 - [*] D. Counter tops & M. Other horizontal surfaces
 - [*] AR. Spot clean finger, scuff marks from walls, cupboard, lights, switches & around it.
 - [*] W. Dust free: Doors, jambs, ledges, louvers, sills & skirting boards. Clean plant pots & remove any rubbish from within
 - [*] W. Remove Int cobweb & M. vacuum exhaust fans & vents
 - [] M. Remove Ext cobweb
 - [] D. Remove cups & glasses to dish washing
- [*] RUBBISH & BIN:
 - [*] D. Empty garbage containers & remove to waste area. Remove cardboard boxes to recycle bin
 - [*] D. Supply & replace bin liners
 - [*] W. Empty waste paper receptacles & recycle. Remove any boxes to dumpmaster
 - [*] M. Bins: Wipe or Wash
 - [] W. Remove Rubbish from site
 - [] W. Bin out: Recycle: Waste: Empty Shredder:
- [*] TEAROOMS, KITCHEN & COFFEE MAKING AREAS:
 - [*] D. Clean & polish stainless sinks & wipe chairs, benches & table
 - [*] D. Wipe down cabinet tops, Vendor Machine around coffee making areas, kettle, toaster, glass canisters & kitchen equip. External Appliances wiped
 - [*] D. Remove marks & spots from doors, cupboards & tile walls. Check for spills
 - [*] D. Push plates & foot plates: clean & polish
 - [*] D. Microwave: Clean & sanitize [] Int [*] Ext
 - [*] D. Gas Stove, Grill & Oven: Wipe exterior
 - [*] D. Wipe Refrigerator exterior
 - [] M. Refrigerator interior clean/Dis
 - [] D. Wash Dishes left on the sink
 - [] D. Turn the dishwasher on & stack dishes if they are in the sink
 - [] W. Wash & replace the handtowels & dishtowels
- [*] TOILETS & SHOWERS:
 - [*] D. Clean & disinfect: Toilet pans, seats, lids, urinal, taps, chrome fittings, pipes, doors, door handles, basins, dryer & dispensers
 - [*] D. Remove calcium & mould build up around taps
 - [*] D. Brush & remove uric acid
 - [*] W. S-bend is to be wipes free of dust & disinfect toilet cisterns
 - [*] D. Stock Replenish from clients stock: Toilet paper (add spare), Hand Towel & Hand soap (leave note when supply is low)
 - [*] D. Tile walls: Spot clean special pay attention to under hand dryers
 - [*] D. Vanity Cupboards: Clean & polish
 - [*] D. Mirrors: Clean & shine
 - [*] D. Shower bases, screens & partitions; Clean/Disinfect
- [*] CARPETED FLOORS:
 - [*] D. Vac thoroughly
 - [*] W. Vac corners, edges & underneath of furniture
 - [*] W. Spot clean marks & spills. Remove marks & stains from soft floor where possible
- [*] HARD FLOOR:
 - [*] D. Scrap & clean thoroughly all hard floor. Spot clean marks, scuff, stains & spills
 - [*] D. Mop area
- [] CAR PARK & GARAGE: Sweep W/M
 - D: Daily, W: Weekly, M: Monthly, Q: Quarterly, AR: As Required

All job signed with Asterisk [*] in paragraph should be performed as cleaning job routine otherwise NOT Included
10% GST

8/217 Mickleham Road
Tullamarine
VIC 3043
Phone: (03) 9933 1100
Fax: (03) 9338 2688
E-mail: info@goldenbrown.com.au
Web Site: www.goldenbrown.com.au

Your friendly Team & Details of Job

Rep: AA

Operation Manag...

Emp Name+Tel#

Service Day#

Time#

Bin Collection:

First Service Start Date:

Customer Information

Phone: 03 9338 2444

Mobile: 0413 888 592

Service Day#

Time#

Key Issue No#

ID#

Emergency Contact# 03 9933 1100

Name / Address	Ship To
Golden Brown Cleaning Services Amir Amini 8 / 217 Mickleham Rd, Tullamarine, VIC 3043	Golden Brown Cleaning Services Amir Amini 8 / 217 Mickleham Rd, Tullamarine, VIC 3043

Mel Ref#
Attention: Employee or Subcontractor who will perform this job, MUST understood customer's satisfaction is your responsibility. So make sure you read all discription before attempting to perform this job. Important information contain in this page, The employee or subcontractor SHALL NOT divulge, reproduce, record disseminate, covey or discuss with any third party, or perform any act which could affect or damage the integrity of the confidential information in question. Keys stay as company property and should be returned immediately on completion of last shift. Unauthorised retainment of said key will be regarded as larceny and reported to the proper legal authorities for action. Emp/Sub/Con Must read & intend to read 3.1, 3.2 3.3 & 3.4 Term & Condition of GBCS (Golden Brown Cleaning Services) as part of this contract.

Signed this _____ day of _____, 20_____.
I _____ agree & abide by above condition and read Term & Condition of GBCS in back of this page.
Emp/Sub/Con Signature: _____

This key is the property of Golden Brown Cleaning Services. If found please mail to 8/217 Mickleham Rd Tullamarine, Vic 3043 Tel: (03) 9933 1100	Golden Brown Cleaning Services AI: ID:
	Golden Brown Cleaning Services AI: ID: