

^ 9.1 Service Order

SO 4785

ID#



Description

P.O.No

Rep:

J/Hrs

SG CQ OFFICE GENERAL CLEANING SERVICE: Charged per Hours Daily

Name / Address

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. Take 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

Mel Ref#

GBCS Form

Tel: _____
Customer Alt. Contact:

Mob: _____

Service To

S.O. No.
4785

Professional Employee Information

Ser Via:	Employee Name		
Rep:	Area Manager: Mob: 0413 888 592 Tel: (03) 9933 1100		
Service Date	St/Time	Fi/Time	TOT/Hrs
15/06/2012			
P.O.No			
		Subtotal Hrs: X	
		Rate: \$ =	
Finish Date		Tot Amount: Inc GST:	
15/06/2012			

Employee, Sub/Contractor Information

ABN No#
Emp N/T#
Ser Day#
Time#
Alarm#
Key No#

Vehicle Information

City Link Travel: <input type="checkbox"/>	Car Reg:
Start Time:	Finished Time:
Total:	
Start Odometer:	Finish Odometer:
Date: / /	Total:
Driver Name	Signature

Customer Comment:

If you are satisfied with above job please sign and date below.

Name Signature Date