

# 2.2E Job Specification 2.2E: 1251

## 15. Description

SG CQ OFFICE GENERAL CLEANING SERVICE: Charged Weekly

Sun to Thu - 4:30pm to 5:15pm Work Shop: All Toi + Am + Kit (0:45hr less 25%)

Tue - 5:00pm to 5:16pm: All Bins in Work Office & (Office + Wash Office Dishes & Wipe Kit) (0:20hr less 25%)

Sun - 1:50pm to 4:30pm Work Office & Office Complete All Bin + Wash Dishes (2:40hr less 25%)

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

[\*] 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. 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

[\*] D. Wash Dishes left on the sink

[\*] 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

# Wash Dishes left on the sink Sun & Tue

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

Item Rep: AA

1. Operation Manag... Amir Amini

2. Emp/Sub/Con# Ramin Azadmehr 0469 965 251

Service Day# Sun to Thu

Time# 7:00 Weekly Less 25%

3. Contract Term:

4. Commence Date: 24/3/13

### Customer Information

Phone: 03 9357 9900

Mobile: 0407 945 545

5. Service Day# Sun to Thu

6. Time# 7:00 Weekly Less 25%

7. Key Issue No# **AB.C901+1lock**

ID# Cli 5/03-B 18

8. Emergency Contact#

| 9. Name / Address   | 9.1 Service To |
|---|----------------|
| GFC Industries P/L<br>Ron J Kandell<br>42 Glenbarry Rd<br>Campbellfield, Vic 3061 |                |

Me/ Ref#

Attention: Employee and/or Subcontractor and Contractor (hereafter referred to as "Emp/Sub/Con") who will performing this job, MUST understand customer's satisfaction is your responsibility. So make sure you read all description before attempting to perform this job. Important information contain in this page, The employee or subcontractor SHALL NOT divulge, reproduce, record disseminate, convey 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 ^ 3.1P Term & Condition and/or Employment Contract and/or Contractor Agreement of GBCS (Golden Brown Cleaning Services) as part of this agreement.

21. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

22. I \_\_\_\_\_ agree to abide by above condition and on the back hereof ^ 3.1P Term & Condition which form part of, and are intended to be read in conjunction with this Job Specification.

23.

Keys Tags

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**

Sun to Thu 7:00 Weekly Le...

AI: Nil

ID: Cli 5/03-B 18

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**

Sun to Thu 7:00 Weekly Le...

AI: Nil

ID: Cli 5/03-B 18

Bin Color Code: Green/Red; General, Green/Yellow; Recycle, Blue; Paper

12. Quotation No: 1251