

2.2E Job Specification 2.2E: 1056

15. Description

OFFICE GENERAL CLEANING SERVICE CHARGED PER Weekly Service:
 Security No Tel: 1300 656 660, Mobile: 0412 383 084, Security Code: CIVIC 9
 Bin: Green/Yellow; Recycle, Green/Red; General, Blue; Paper

CLEANING ROUTINE:

- [*] ENTRANCE AREA:
 - [*] W. Area immediate to the front entrance swept clean and maintained free of litter, dirt & grime.
 - Vacuum mats
 - [*] D. Thoroughly clean glass entrance doors.
 - [*] GLASS PARTITIONS AND INTERNAL WINDOW:
 - [*] M. Dust free by feather duster.
 - [*] D. Spot clean.
 - [*] FURNITURE:
 - [*] W. Damp clean dust: counter tops, picture frame, venetian blinds, etc. (Do not move paper on desks)
 - [*] D. Remove spot, stain & marks.
 - [*] M. Curtain & Blind: Remove dust by feather duster
 - [*] OFFICE EQUIPMENT: Fax, Printer, Copy Machine, Tel, TV, Computer Monitor
 - [*] D. Remove dust by feather duster.
 - [*] W. Dump clean dust office equip. in common area
 - [*] GENERAL:
 - [*] W. Request by Customer: Occasional Setting up of the Training Room (allowed time 30 minutes)
 - [*] AR. Clean Quiet Room & CEO Office
 - [*] D. Counter tops & other horizontal surfaces.
 - [*] AR. Spot clean finger & scuff marks from walls, damp wipe lights & switches.
 - [*] W. Dust free: Doors, jambs, ledges, louvers, sills & skirting boards. Clean plant pots & remove any rubbish from within.
 - [*] W. Remove internal cobweb and vacuum exhaust fans and vents.
 - [*] RUBBISH & BIN:
 - [*] D. Empty garbage containers & remove to waste area. Remove cardboard boxes to recycle bin. Supply & replace bin liners. (((Kitchen Only)))
 - [*] W. Empty waste paper receptacles & recycle. Remove any boxes to dumpmaster.
 - [*] M. Bins: Wipe or Wash.
 - [*] Wednesday & Fri Empty Wastepaper Bins (Desks) (((Wed & Fri)))
 - [*] W. Waste (Blue Bin) Recycle Boxes Out: Fri evening & Return Mon evening
 - [*] W. Waste (Green Bin) out: Thursday evening & Return Friday evening
 - [*] AS. Remove hard rubbish to car park cage
 - [*] TEAROOMS, KITCHEN & COFFEE MAKING AREAS:
 - D. Clean & polish stainless sinks and wipe chairs, benches & table
 - D. Wipe down cabinet tops, around coffee making areas, kettle, toaster, glass canisters & kitchen equip. Appliances wiped & cleaned (External)
 - [*] D. Remove marks & spots from doors, cupboards & tile walls. Check for spills.
 - [*] D. Push plates & foot plates: clean & polish
 - D. Microwave
 - [*] TOILETS & SHOWERS:
 - [*] D. Clean & disinfect: Toilet pans, seats, lids, urinal, taps, chrome fittings, pipes, doors, door handles, basins, dryer & dispensers.
 - [*] D. Remove all calcium & mould build up around taps.
 - [*] D. Brush & remove uric acid build up.
 - [*] W. S-bend is to be wipes free of dust & disinfect toilet cisterns.
 - [*] D. Supply & Stock Replenish: [*] Toilet paper Roll (GBTRB), [*] Hand Towel paper Roll (GBHR1), [*] Hand soap (NV025LT HP).
 - [*] D. Tile walls: Spot clean special pay attention to under hand dryers.
 - [*] D. Vanity Cupboards: Clean and polish down.
 - [*] D. Mirrors: Clean & shine.
 - [*] D. Shower bases, screens & partitions; Clean & Disinfect
 - [*] CARPETED FLOORS:
 - [*] D. Vacuum thoroughly Public area
 - [*] W. Vacuum thoroughly Office area (((Mon, Tue & Thu)))
 - [*] W. Vacuum 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
- D: Daily, W: Weekly, M: Monthly, Q: Quarterly, AR: As Required
 Key Replacement Cost: Key \$20.00, Card(Tag) \$25.00
 All job signed with Asterisk (*) should be performed as cleaning routine.
 10% GST



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 Tullamarine
 VIC 3043
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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 0413 888 592
2. Emp/Sub/Con#	Kamrul Hasan: 0430 149 055
Service Day#	Mon to Fri
Time#	6:00 to 9:00pm
3. Contract Term:	Thu
4. Commence Date:	26/11/13
Customer Information	
Phone:	03 9396 9500
Mobile:	03 9396 9567
5. Service Day#	Mon to Fri
6. Time#	6:00 to 9:00pm
7. Key Issue No#	CV12.1-1134,SYS-189,IW4 +2Tag
ID#	Cli 5/03-A 28
8. Emergency Contact#	Mai 0438 933 923

9. Name / Address	9.1 Service To
Carers Victoria Mai Nguyen 1/37 Albert St Footscray, Vic 3011	

Mer Ref# 42, C5
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 Mon to Fri 6:00 to 9:00pm AI: 25176 On/Off ID: Cli 5/03-A 28
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 Mon to Fri 6:00 to 9:00pm AI: 25176 On/Off ID: Cli 5/03-A 28

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12. Quotation No: 1056