

2.2E Job Specification 2.2E: 1046

15. Description

OFFICE GENERAL CLEANING SERVICE CHARGED PER SERVICE:

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: Desk, filing cabinets, chairs, 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.
 - [*] M. Wipe & Sanitise telephone hand set thoroughly.
 - [*] W. Dump clean dust office equip.
- [*] GENERAL:
 - [*] 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.
 - W. Remove external 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. Recycle Bin out: _ Thu Night _ Behind Back Door
 - [*] W. Waste Bin out: _ Thu Night _
- [*] 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: Clean & sanitize Int [*] Ext
 - [*] D. Gas Stove, Grill & Oven: Wipe exterior
 - [*] D. Refrigerator exterior: Top & front
 - M. Refrigerator interior
 - 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 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. Stock Replenish: [*] Toilet paper, [*] Hand Towel paper, [*] Hand soap.
 - [*] 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
 - [*] 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
- CAR PARK & GARAGE: Sweep & broom
 - Weekly
 - Monthly

D: Daily, W: Weekly, M: Monthly, Q: Quarterly, AR: As Required

All job signed with Asterisk (*) should be performed as cleaning routine.

10% GST



8/217 Mickleham Road

Tullamarine

VIC 3043

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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 Amiri
2.	Emp/Sub/Con# Hazem Nagi 0423 307 732
	Service Day# Thu aft hrs
	Time# 6:30pm to 8:15pm Less 25%
3.	Contract Term: Thu Night Out
4.	Commence Date: 6/4/13
Customer Information	
	Phone: 03 9386 4770
	Mobile: 0438 201 491
5.	Service Day# Thu aft hrs
6.	Time# 6:30pm to 8:15pm Less 25%
7.	Key Issue No# 21, 10
	ID# Cli 5/03-25 C
8.	Emergency Contact# Jenny Howes 0418 518 964

9. Name / Address	9.1 Service To
Dr Vincent Clark Associates Johanna Petkov Unit 11/ 240 Sydney Rd Coburg, Vic 3058	

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 Thu aft hrs 6:30pm to 8:15p... AI: 7293 Away ID: Cli 5/03-25 C
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 Thu aft hrs 6:30pm to 8:15p... AI: 7293 Away ID: Cli 5/03-25 C

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

12. Quotation No: 1046