

2.2E Job Specification 2.2E: 894

15. Description

AGE CARE GENERAL CLEANING SERVICE CHARGED PER Month :

[*] W. 5 Quest Room Clean a Week (Total Quest Room 4 Up + 6 Down Stair = 10 Room)

[*] D. Staff Room, 3 Office Room, 1 Saloon/Dining Area, 1 Meeting Room

CLEANING ROUTINE:

[*] SIGN IN:

[*] D. At reception to obtain housekeeping keys

[*] 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 & remove finger print.

[*] FURNITURE:

[*] W. Damp clean dust: Desk, filing cabinets, chairs, counter tops, picture frame, venetian blinds, etc.

[*] D. Remove spot, stain & marks.

[*] M. Curtain & Blind: Remove dust by feather duster

[*] ROOM & EQUIPMENT:

[*] D. Check with staff; Which room has to be cleaned

[*] D. Wipe & sanitising; Fridge, telephone hand set

[*] D. Wardrobe, Cabinet & Locker internal & external Wiped

[*] D. Rooftop & Top Cabinet Wiped

[*] D. Room Shower & Toilet; Clean & Disinfectant

[*] D. Carpeted Floor; Vacuum

[*] D. If floor was stocked with their belonging, just vacuum around them

[*] GENERAL:

[*] D. Office area clean daily

[*] 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 vent.

[] D. Remove cups & plates to the kitchen/bar

[*] D. Living area & corridor and passage; Dust free & vacuumed

[*] RUBBISH & BIN:

[*] D. Empty garbage containers & remove to waste area. Remove cardboard boxes to recycle bin.

[*] D. Supply & replace bin liners.

[*] M. Bins: Wipe or Wash.

[*] TEAROOMS & COFFEE MAKING AREAS:

[] D. Clean & polish stainless sinks and wipe chairs, benches & table.

[*] D. Wipe down, around coffee making areas, kettle, toaster, glass canisters & kitchen equip.

Appliances wiped & cleaned (External).

[] D. Microwave: Clean & sanitize [] Int [*] Ext

[*] 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.

[*] 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 by Chloradet.

[] D. SPA: Wipe & Sanitise by Chloradet.

[*] SIGN OUT:

[*] D. Report to reception when job completed the tasks assigned & sign out

[*] CLEANING PRODUCTS:

[*] D. Bin Liner, chemical & equipment will be supplied by our staff

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 Amini 0413 888 592
2. Emp/Sub/Con#	Ayman Ayoub 0423 053 606
Service Day#	Mon & Thu
Time#	3:30pm to 5:30pm
3. Contract Term:	3 Mth Notice
4. Commence Date:	25/11/13
Customer Information	
Phone:	03 9377 7195
Mobile:	
5. Service Day#	Mon & Thu
6. Time#	3:30pm to 5:30pm
7. Key Issue No#	Nil
ID#	Cli 5/01-C 29
8. Emergency Contact#	

9. Name / Address	9.1 Service To
Cohealth Ltd Michelle Bourke 7 Chester Street Moonee Ponds, Vic 3039	Arion Dousta Galla Ian Oliver 50 Flemington St. Flemington, Vic 3031 Ent Gate 1, Building E

Mel Ref# 29, A11

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, 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 ^ 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 & Thu 3:30pm to 5:30pm AI: Centre Open 24hrs ID: Cli 5/01-C 29
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 & Thu 3:30pm to 5:30pm AI: Centre Open 24hrs ID: Cli 5/01-C 29

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

12. Quotation No: 894