

2.2E Job Specification 2.2E: 1303

15. Description

Parkroyal Thrifty Car Rental; General Cleaning Services
 SG CQ OFFICE GENERAL CLEANING SERVICE: Charged per Service



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

CLEANING ROUTINE:

[*] ENTRANCE AREA:

- [*] M. Squeegee wash both side external window
- [*] M. Spray & wipe both side internal window
- [*] 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

[*] 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

[*] 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

Item	Rep: AA
1. Operation Manag...	
2. Emp/Sub/Con# Cheryl Benson 0437 774 526	
Service Day# Fortnightly Sun	
Time# 1:30 Less 25%	
3. Contract Term:	
4. Commence Date:	
Customer Information	
Phone: 03 9241 6229	
Mobile:	
5. Service Day# Fortnightly Sun	
6. Time# 1:30 Less 25%	
7. Key Issue No#	
ID#	
8. Emergency Contact#	

9. Name / Address	9.1 Service To
Thrifty Car Rental Amanda Harrison 32-34 Francis Briggs Rd Tullamarine, Vic 3043	Thrifty Car Rental Parkroyal Parkroyal Thrifty Car Rental Tullamarine, Vic 3043

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, 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.

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

12. Quotation No: 1303

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 Fortnightly Sun 1:30 Less 25% AI: ID:
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