

# 2.3 Quote Job Specification 2.3 QJS: No.



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

## Description

SG CQ OFFICE GENERAL CLEANING SERVICE: Charged per Hours Daily

### 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
  - [ ] M. Remove Ext 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. Remove Rubbish from site
  - [ ] W. 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
  - [ ] M. Refrigerator interior clean/Dis
  - [ ] 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 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

10% GST

### Your friendly Team & Details of Job

Rep:

Operation Manag...

Emp Name+Tel#

Service Day#

Time#

Bin Collection:

First Service Start Date:

### Customer Information

Phone:

Mobile:

Service Day#

Time#

Key Issue No#

ID#

Emergency Contact#

Name / Address

Ship To

GBCS Form

This key is the property of Golden Brown Cleaning Services. If found please mail to 8/217 Mickleham Rd Tullamarine, Vic 3043

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