

2.3 Quote Job Specification 2.3 QJS: No.



8/217 Mickleham Road
Tullamarine
VIC 3043

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Description

SG CQ RESTAURANT GENERAL CLEANING SERVICE: Charged per Service Daily Clean

***** Daily Routine:

CLEANING ROUTINE:

- [*] ENTRANCE AREA:
 - [*] D. Area immediate to the front entrance swept clean and maintained free of litter, dirt & grime.
 - [*] D. Thoroughly clean glass entrance doors.
 - [*] D. Remove and sweep all Rubbish
- [*] RUBBISH & BIN:
 - [*] D. Bin: Empty garbage containers & remove to waste area.
 - [*] D. Remove cardboard boxes to recycle bin.
 - [*] D. Supply & replace bin liners.
 - [*] D. Empty waste paper receptacles & recycle.
 - [] W. Remove Rubbish from site.
- [*] KITCHEN:
 - [*] D. WASH/WIPE & SANITIZE BY CHLORADET
 - [*] W. Canopy
 - [*] D. Stain Steel wall
 - [*] D. Sink
 - [*] D. Stove
 - [*] D. Oven
 - [*] D. Fried Machine
 - [*] D. External Refrigerator
 - [*] W. Internal Refrigerator
 - [*] D. Mixture
 - [*] D. Fixture
 - [*] M. Shelf
 - [*] D. Benches
 - [*] W. Filter: Leave them in Pee off diluted in warm lubricant water then Rinse
- [*] TOILET & SHOWER:
 - [*] 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.
- [*] 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:
 - [*] Kitchen Floor [*] Dining area [*] Toilet & Shower
 - [*] D. Scrap & clean thoroughly all hard floor. Spot clean marks, scuff, stains & spills.
 - [*] D. Mop area
 - [] D. Scrub Kitchen Floor with Auto Scrubber & Brush Pad (Use Heavy Duty Cleaner)
- [*] CHEMICAL & PRODUCT USED: (AGAR & GBCS&M with MSDS)
 - [*] Vinyl, Tiles & Ceramic: HDC, Speed
 - [*] Timber: Timber care
 - [*] Marble floors: PH-7
 - [*] Disinfectant: Lemon
 - [*] Shower, Toilet & Kitchen: Chloradet
 - [*] Toilet Bowl: Toilet Bowl Cleaner or Bleach
 - [*] Bin Liner: [*] 27 lit, [*] 72 lit, [*] 75 lit, [] 85 lit, [] 240 lit
 - [*] Cleaning Equipment: Will be supplied by our staff.

***** Weekly Routine:

- [*] W. Dusting all fixture by feather duster
- [*] W. Cob Web Removed
- [*] W. Curtain & Blind; Remove dust from vertical vanishes by feather duster
- [*] W. Wipe Switch Lights (Free off Stain & Mark)
- [*] W. Wipe Scuff & marks with Magic Sponge from Plaster & Painted Walls
- [*] W. Spot clean finger & scuff marks from walls & doors
- [*] W. Wipe all Stain Steel by Stain Steel Polisher

***** Monthly Routine:

- [*] M. High Ceiling Dust Removing
- [*] M. Wipe lights frame
- [*] M. Wipe all Fixture
- [*] M. Bins: Wipe or Wash.
- [*] M. Vacuum & wipe exhaust fans and vents

***** Quarterly Routine:

- [*] Q. Carpet Steam Cleaning
- [*] Q. Pressure Washing
- [*] Q. Auto Scrubbing

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

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

10% GST

Quotation No: No.

Your friendly Team & Details of Job

Rep:

Operation Manag...

Emp Name+Tel#

Service Day#

Time#

Bin Collection:

First ServiceStart 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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