

Cleaning Overview

Date:

Company Name: G3

Company Address: Hamilton, 475 Eastport Boulevard QE, Pier 26

Gateway,

Type of Cleaning: Weekly

Time of Cleaning:

Estimated Duration of Cleaning: 2-3 hours

of Staff of Site: 2-3

SPECIAL REQUESTS:

- Incense (perfume)
- Carpet/ Upholstery Cleaning
- Window Cleaning
- Stripping/Waxing
- Post-Construction Clean-up

Manager ON DUTY:

Name:

Contact Info:

On-Site Staff:

Supervisor:

Cleaner:

Company Overview- Description of Company and Layout

1. Empty garbage bins and replace garbage bags
2. Vacuum all debris from laboratory.
3. Sweep or vacuum hard floor surfaces.
4. Dust furniture and office equipment, including work areas, seats, tables and computers.
5. Disinfect level surfaces with a soaked cloth.
6. Mop the hard floors with neutral cleaners.
7. Clean light switches and fingerprints and different impressions.
8. Clean the glass windows and the entrances inside.
9. Clean surfaces and dividers.

Required Equipment - Equipment needed onsite

Vacuum

Vacuum bags
Filer
Electrical Cord
Attachments (Brush)
Carpet/Tile Head

MOP & BUCKET

Mop
Bucket
Extra Pads
Neutral Cleaner

Cleaning Material

Rags (microfiber)
Gloves
Degreaser
Vinegar
Disinfectant

Pre-Arrival & Post Cleaning Checklist

Pre-Arrival:

- Upon arrival on site, supervisor will have office keys and know alarm code. Disable alarm. In event of key of alarm issues, call the Manger on Duty for further help.
- Once alarm is deactivated, bring all required equipment into the office and lock office door behind you.

Post Cleaning:

- Gather all cleaning Items/tools and leave next to door exit.
- Complete one final walkthrough for one last cleaning confirmation.
- Set Alarm and LOCK DOOR. Any issues, contact Cleaning Manager on Duty.

Cleaning Checklist - Each item MUST BE completed

Office (x2)

- Vacuum & mop & tile floors baseboards, loose debris
- Wipe down desks and chairs
- Dust flat surfaces and window sills

Washroom (x5)

- Vacuum & mop tile floors
- Clean sink, countertops, toilets,
- mirrors, stall walls and doors
- Replenish toilet tissue and paper towel

Kitchen (x2)

- Wipe down cupboards, kitchen appliances, counter tops, tables, coffee/ food spills on walls with clean rag
- Clean sink and microwave

Supervisor Initials

• To be initiated by Supervisor once ALL checklist items have been complete. Submit a copy to on Call Manager via Whatsapp.