

++Office Area++

Vacuum carpet floor (if any)
Sweep & Mop hard floor
Wipe main glass doors
Wiping of windows and glass partitions
Clean fixtures and fittings
Wipe all workstations; tables & chairs
Wipe all light switches
Clean and sanitize telephones
Organise/Maintain cleanliness of pantry area
Free from crumbs & spillage to prevent pests
Clearing of unwanted carton boxes
Cleaning the toilets (if any)
Empty the waste bins
Restock cleaning supplies (if required)
Replace waste bins' liners (if required)
Wash the waste bins (if required)

++Toilets++

Wipe toilet doors
Wipe all mirrors
Wipe all basins & fixtures
Wipe all light switches
Wash & dry toilet floor
Wash & dry toilet bowl & urinals
Restock toilet paper, paper towels, hand soap & other supplies

Above mentioned tasks to be free from dust and debris

All glass surfaces & mirrors to be free from fingerprint