

B & C Office Cleaning Services

78 York Street, London W1H 1DP Tel: 020 7636 0519
DAILY OFFICE CLEANING · WINDOW CLEANING · FLOOR MAINTENANCE
CARPET CLEANING · COMMON PARTS CLEANING



SUMMARY OF OFFICE CLEANING DUTIES

DAILY CLEANING

EXAMPLE

WASTE PAPER	Waste paper containers will be emptied
TELEPHONES	Telephones will be dusted and polished
FURNITURE	All furniture and fitting, cabinets, radiators window ledges, skirting board will be dusted to normal arm length
CARPETS	All carpeted areas will be thoroughly vacuumed
FLOORS	All areas will be swept with dust preventative mops. Any spillage marks will be removed
WASHROOMS	Washrooms will be cleaned and serviced Toilet bowls, wash basins will be cleaned and sanitised. Taps mirrors will be polished. Floors will be washed with disinfectant
ENTRANCE	This are will be maintained in a good condition to ensure that a favourable impression is created with visitors to your building

WEEKLY CLEANING

FURNITURE	All wooden and leather furniture will be polished Upholstered furniture will be vacuumed
FLOORS	All floors will be washed

MONTHLY CLEANING

TELEPHONES	Telephones will be disinfected using individual wipes
HIGH DUSTING	All dust will be removed from ledges, lintels etc

QUARTERLY CLEANING

WASHROOMS	Tiles, partitions will be wiped clean with disinfectant. All pipes, cisterns will be cleaned.
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