

No.	Description	Maintenance Frequency						
		D	W	M	3M	6M	Y	2Y
1.0	<b>PUBLIC AREA</b>							
	a. Sweep, wash and buff all lobby floor, covered ways, etc. areas to ensure the maintaining of a high luster and the highest quality floor.	✓						
	b. Clean all metal trim work to remove fingerprints, smudges, water, and other marks. Care will be taken to prevent the scratching or damaging of metal finishes. Metal scratches will be reported immediately to management.	✓						
	c. Sweep and damp mop all resilient floor such as gum and tar adhered to the floor.	✓						
	d. Vacuum all carpeted areas, remove stains with carpet stain remover and any gum or tar should be removed. Carpets should be spot cleaned or shampooed as required and requested to maintain a clean and attractive floor.	✓						
	e. Clean all baseboard, baseboard ledges, mouldings and window frames.	✓						
	f. Clean all glass and wipe down directory in main lobby as well as floor directories.	✓						
	g. Clean all cigarettes urns and trash receptacles. Wash metal urns to remove stains and dust.	✓						
	h. Clean all doors, door frames, door handles, walls and light switches to remove fingerprints, spills and other markings.	✓						

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	i. Clean and polish all entrance door thresholds, including entrances to tenant areas which have thresholds.	✓						
	j. Empty all waste bin and replace with plastic bags where required. Plastic bags are to fit waste bin in such a manner as to not overhang the top by more than two (2") inches. Plastic bags are to be replaced when required.	✓						
	k. Clean the lobby planter boxes.	✓						
	l. Wipe all revolving doors and other entrance doors to remove hand and fingerprints. This includes all entryway glass areas (floor to ceiling) and bottom panel of lobby glass.	✓						
	m. Wipe all elevator call buttons on each floor.	✓						
	n. Clean with treated cloth all doors and ventilating louvers.		✓					
	o. Wet mop and spray buff all non lobby tile floors.		✓					
	p. Ensure janitor's closets will be left clean, orderly stocked and contain only cleaning supplies and equipment.		✓					
	q. Edge vacuum all carpeted areas of corridors.			✓				
	r. Clean vinyl and metal kick plates on doors.			✓				
	s. Scrub and recondition all non lobby tiles flooring using buffable non slip type floor finish.			✓				

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	t. Wash all interior lobby glass windows.			✓				
	u. Strip and refinish lobby floors using a buffable non slip floor finish.			✓				
	v. Wipe all doors and door frame.			✓				
	w. Wipe off all horizontal and vertical surfaces not reached in nightly cleaning, such as lighting fixtures, door and picture frames, etc.			✓				
	x. Wash and polish vertical tiles and granite surfaces.				✓			
	y. Shampoo carpet at corridors and any other carpeted areas using a steam shampoo. Care will be taken to remove all excess moisture from carpet fibres.				✓			
	z. Vacuum upholstered furniture.				✓			
	aa. Damp wash diffusers, vent grilles and other such surfaces including surrounding wall and ceiling areas that are soiled.				✓			
	ab. Clean all wall at lobby.			✓				
	ac. Vacuum and clean acoustical ceiling tiles to remove all discolouration, marks and dirt.				✓			
	ad. Clean wall at stairwells.					✓		
	ae. Wipe all unpainted metal surfaces.					✓		
	af. Wash, vacuum or clean where appropriate, all corridor, lobby and vestibule walls.			✓				
	ag. Clean all vertical surfaces not attended to in nightly, weekly, quarterly or semi annual cleaning specifications.					✓		

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	ah. Open all fluorescent fixtures and wipe interior and exterior.					✓		
<b>2.0</b>	<b>STAIRWELL</b>							
	a. Check all stairwells and remove debris and trash.	✓						
	b. Sweep and damp mop all stair areas, dust all hand railings and spot clean all walls.	✓						
	c. Wipe and clean light fixtures.	✓						
<b>3.0</b>	<b>ELEVATOR</b>							
	a. Lobby and garage elevator cabs to be swept, damp mopped and spray buffed nightly. Both freight elevator cabs will be swept and damp mopped nightly as well. This includes the washing of these elevator cabs to remove debris, dirt and foreign matter not originally a part of the cabs.	✓						
	b. Clean the elevator doors to remove fingerprints, etc.	✓						
	c. Clean and polish all elevator door thresholds.	✓						
	d. Clean all elevator wall and wipe all buttons on the interior.	✓						
	e. Clean all metal trim work to remove fingerprints, smudges, water and other marks. Care will be taken to prevent the scratching and damaging to metal finishes. Metal scratches will be reported immediately to management.	✓						
	f. Wash freight elevator walls and wipe lobby and garage elevator walls with treated cloth.		✓					

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	g. Strip and wax all elevator flooring.		✓					
	h. Wipe elevator light fixture and lenses.			✓				
	i. Wipe all mirror work on ceiling of elevators.			✓				
<b>4.0</b>	<b>RESTROOM</b>							
	a. Clean with a detergent, disinfectant, all sink, vanity counter, toilet and urinals, beginning with seats (both side) working down. Use acid bowl cleaner in the inner interior of toilets, making sure to clean the inner lip of closet and urinal. Pour one ounce of bowl cleaner into urinal after cleaning and do not flush.	✓						
	b. Touch-up cleaning inside toilet including replacement of tissues.	3✓						
	c. Damp wipe all ledges, toilet stalls and doors.	✓						
	d. Clean light switches, doors, partition and walls to remove fingerprints, spills and other markings. All graffiti will be removed from all walls, partitions and exposed surfaces. Surfaces will be left smudge and streak free.	✓						
	e. Sweep and scrub with a germicide for all floor areas. Mop with clear and dry buff to eliminate mop streaks. Blower must be used at public area rest rooms.	✓						
	f. Clean and polish all mirrors, soap dispensers, sanitary napkin dispensers, flush meters, faucets, shelves, piping, toilet hinges and disposal container exteriors using a detergent / disinfectant and water.	✓						

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	g. Furnish and refill sanitary napkins dispensers and trash bags for all bins, including sanitary bins. Refill soap dispensers and check operation. Report any malfunction or missing items to building management immediately.	✓						
	h. Empty and clean paper towel and sanitary napkins disposal bins. Replace plastic bags.	✓						
	i. Clean all baseboards with a germicidal detergent.	✓						
	j. Remove and clean urinal screens to remove foreign matter.	✓						
	k. Wash diffusers, grilles, toilet stalls, doors and tiled walls with disinfectant/detergent.			✓				
	l. Remove scale from all fixtures using an appropriate acid.			✓				
	m. Wipe tiled walls and scrub floor tile grout to maintain its colour, reseal if necessary.			✓				
	n. Clean light fixtures.			✓				
	o. Clean ceiling to remove all discolourations, mark and dirt.				✓			
<b>5.0</b>	<b>TENANT SPACES</b>							
	a. Empty and damp wipe all wastebaskets and ashtrays. Remove trash nightly and replace plastic bags. Trash bins will be emptied into high strength bags. Plastic bags to fit waste bins in such a manner do not overhang the top by more than two (2") inches. Trash will be removed to a designated collection point.	✓						

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	b. Vacuum all carpeted areas. Spot clean to remove spots, stains and matter such as gum and tar which has adhered to floor when needed and as requested. Shampoo carpets when requested to maintain a clean and attractive floor as per carpet manufacturer's recommendations.	✓						
	c. Clean all horizontal surfaces free of paper, etc. with treated dust cloth, including furniture, files partition, equipment (i.e: T.V etc), blinds, windowsills, mouldings, baseboard, coat racks and louver that can be reached without a ladder.	✓						
	d. Damp wipe all telephones, including dials and crevices using disinfectant / detergent.	✓						
	e. Wash to remove smudges, marks and fingerprints from areas such as glass furniture tops, walls, equipment, doors, partitions and light fixtures within reach.	✓						
	f. Wash and wipe dry all wash basins and break room tables and chairs.	✓						
	g. Clean all baseboards and damp mop all non-carpeted floors with resilient floor covering and dry mop to remove streaks. Remove matter such as gum and tar which has adhered to surface.	✓						
	h. Clean all grilles work within to reach.	✓						
	i. Clean and polish all metal door thresholds.	✓						

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	j. Clean doors, door frames, walls and switch plated to remove fingerprints, spills and other markings.	✓						
	k. Clean all interior partition, glass, windows and glass entrance doors.	✓						
	l. Clean all metal trim work, removing fingerprints, smudges and other marks.	✓						
	m. Wet mop and buff all tiled floors. Wipe all baseboards and furniture legs clean after moping.		✓					
	n. Clean all vertical surfaces of office furniture including chair legs and rungs.		✓					
	o. Edge vacuum all carpeted areas using hose vacuum, take special care not to nick desks, credenzas or wooden baseboard.		✓					
	p. Damp wipe all windowsills.		✓					
	q. Move all plastic carpet protectors and thoroughly vacuum under and around desks and office furniture.		✓					
	r. Scrub, strip and wax all tiled floor areas using a buffable non – slip type floor finish.			✓				
	s. Vacuum all ceiling and wall air supply and exhaust diffusers on grilles.			✓				
	t. Wipe all interior glass, both sides.		✓					
	u. Wash all vinyl and metal kick plates on doors.			✓				



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	v. Clean all high reach areas including, but not limited to tops of door frames structural and furniture ledges, baseboard, door louvers, wood paneling, mouldings, wall hanging, etc.			✓				
	w. Damp wash diffusers, vents, grilles and other such items including surrounding wall or ceiling areas that are soiled.				✓			
	x. Strip and refinish all the tiled floors. Wipe all baseboards and furniture legs, clean after refinishing floor.				✓			
	y. Clean all storage areas, including shelves and content, such as supply and stock closets and damp mop floor areas.					✓		
	z. Wipe light fixtures, including reflectors, globes, diffusers and trim. Method to confirm to manufacturer's specification.					✓		
	aa. Wash all solar shade with water and dry.					✓		
	ab. Clean all vertical surfaces not attended to in nightly, weekly, quarterly or semi annual schedule.					✓		
	ac. Clean all general office area lightings with a properly fitted duster.					✓		
<b>6.0</b>	<b>BASEMENT CAR PARK</b>							
	a. Clean to remove grease using degreaser to all areas.	✓						
	b. Thorough sweeping using sweeper machines, remove oil spillage when necessary.			✓				

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	c. Sweep and keep litter free water ponding to all areas including drains.	✓						
	d. Wipe off cobwebs, foreign materials and dirt to walls, columns, grilles, doors, ducts, piping, conduits, trunking, etc.			✓				
	e. Wipe with damp cloth to remove dust accumulation, clean with approved chemicals.			✓				
<b>7.0</b>	<b>PASSAGEWAY AND COVERED WALKWAY</b>							
	a. Sweep and damp mop all areas, spot clean all walls.	✓						
	b. Dusting to remove cobwebs, foreign materials and dirt to all areas.		✓					
	c. Wash all glass and tempered glass for roof or walls, both sides.			✓				
<b>8.0</b>	<b>SIGNAGES</b>							
	a. Damp wipe clean.		✓					
<b>9.0</b>	<b>EXTERIOR CLEANING</b>							
	a. Clean and removal of wall stains, dust accumulation, cobwebs and fungus with approved methods, chemicals and water to wall, columns, etc.	✓						
	b. Sweep and keep litter free and water ponding to all areas including roads, driveways, footpath and drains.	✓						
	c. Manual scrubbing, washing and cleaning using approved chemicals and spraying with high pressure water jet to walls, columns, parapet, etc.				✓			

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	<p>d. Clean curtain wall, windows and glazing using appropriate method, gadgets, equipment with safe and good quality cleaning materials.</p> <p>e. Other necessary cleaning works and services for all spaces and surfaces outside the building and the surrounding area that is associated with the building which include assets, gadgets, fittings, fixtures, equipment and installation situated in the areas mentioned which require cleaning works and services.</p>		✓		✓			
<b>10.0</b>	<b>REFUSE BIN CENTRE</b>							
	a. Sweeping to keep area free from litter and spillage.	✓						
	b. Scrubbing, washing and spraying water to keep room clean from dirt, stubborn stain and gum. Use approved chemical where permissible.			✓				
	c. Wipe wall to remove dirt, stain and foreign materials using approved chemical where permissible.		✓					
<b>11.0</b>	<b>LANDSCAPE AREA AND WATER FEATURES</b>							
	a. Clean all water fountains with germicidal cleanser and wipe dry.			✓				
	b. Scrub the wall & floor of water features to dislodge slime.			✓				
	c. Remove algae at water features with algae brush.		✓					
	d. Sweep and keep litter free at all landscape area.	✓						

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<b>12.0</b>	<b>MISCELLANEOUS</b>							
	Other necessary cleaning as and when required from time to time.	**						
<b>13.0</b>	<b>HYGENIC SERVICES</b>							
<b>13.1</b>	<b>Supply and Replenishment of Consumables</b>							
	a. Automatic air freshener for each toilet. Antiseptic for each cubicle and urinal bowl.			✓				
	b. Furnish and refill all toilet tissues, c-fold paper towels.	✓						
	c. Supply of sanitary bins for female toilets with bacterial vapors action to disinfects the sanitary dressings disposal in every cubicle for female toilets.			2✓				
<b>14.0</b>	<b>WASTE DISPOSAL SERVICES</b>							
	a. Collect and dispose all general wastes from the building to a waste disposal center designated inside the building compound.	✓						
	b. Collect and dispose all general wastes from all spaces and surfaces outside the building and the surrounding area associated with the building to a waste disposal center designated in the building compound.	✓						
	c. Ensure all collected wastes at the disposal center were unloaded and transported to a public waste disposal center allocated by The Local Authority.	✓						

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	d. Keep in perfect condition, maintain and clean garbage bins and waste disposal center such that no bad odour, insect and rodent are present.	✓						
	e. Other necessary collection and waste disposal work as instructed by the Government Representative in compliance with the Standards and Regulations specification for waste disposal from time to time.	✓						
<b>15.0</b>	<b>PEST CONTROL SERVICES</b>							
	a. Fogging.			✓				
	b. Place Rat baits.			✓				
	c. Spraying and baits for ants and cockroaches.			✓				
	d. Larvaciding using Abate 500E or equivalent.				✓			
	e. Termite treatment.	**						
	f. Bees treatment.	**						
	g. Borer treatment.	**						
	h. Hornets treatment.	**						
	i. Phoric flies treatment.	**						