



CLEANING | SANITISING | PROPERTY INVENTORY
HOME CARE | HOME SUPPORT | LANDLORD COMPLIANCE



GENERAL CLEANING / OFFICES – WHAT IS INCLUDED?

➔ CCS offer office Daily / weekly / fortnightly or monthly cleaning services.

This clean will provide office cleaning and support services to offices and commercial properties. Our office cleaning services are tailored according to each client's requirement and cleaners chosen and placed on site according to the specification. We offer an expert office cleaning solution for businesses of all sizes. Our services include:

Areas: Private Offices, Boardroom, Meeting Rooms, Reception, Kitchen, Toilets (plus any others specified by client).

OFFICE CLEAN EXAMPLE

- Floors:** All floors to be vacuumed and hard floors damp mopped.
- Bins:** Empty daily and refill with bin liners if provided. Remove waste to refuse collection point.
- Desks:** All desks to be dusted and damp wiped to remove marks.
- Office equipment:** Dust.
- Furniture:** Clean as per the specification supplied by client.
- Computers:** Dust screens weekly and ensure cabling is kept dust free.
- Telephones:** Sanitise handset and cradle rest weekly.
- Filing cabinets:** Remove obvious finger marks and dust.
- Private Offices:** All desks and furniture to be dusted and damp wiped weekly.
- Reception:** Clean area and seating, arrange any magazines and tidy.
- Kitchens:** Clean using Antibacterial spray on all kitchen hard surfaces.
Hard floor to be swept clean and damp mopped using a commercial cleaner / sanitising agent.
Clean Microwave weekly.
Clean fridge weekly and remove out of date items.

Kitchens Cont'd: Ensure that mops and cloths are colour coded to avoid cross contamination. Collect and clean only company dishes and store away.

Toilets: Clean all sinks using antibacterial spray and dry.
Clean all bowls and cisterns using bactericidal agent and dry.
Clean mirrors.
Clean partitions in cubicles as required.
Ensure that floors are swept and mopped daily using sanitising agent.
Ensure that mops and cloths are colour coded to avoid cross contamination.
Top up toilet roll and towels, and advise when supplies need replenished.

Skirtings: Dust weekly.

Light Switches: Clean weekly and remove obvious marks.

Windows and glass: Windows to be cleaned quarterly or otherwise by agreement with client. All glass to be cleaned daily to remove fingerprints.

Window ledges: Clean weekly.

Consumables: Replace as required and re-order to maintain supply level.

CLEANING EXTRAS THAT CAN BE INCLUDED

- Window cleaning inside / outside
- Carpet cleaning / office chairs cleaning
- Hand sanitising (disinfects targeted areas)
- Maintenance package
- HMO – communal area cleaning

Consumables: Replace as required and re-order to maintain supply level from the CCS online shop – <https://comcleaning.co.uk/shop/>

Machine sanitising:
(Disinfects all areas protecting effectively against viruses, fungi, spores and bacteria such as Coronavirus, Influenza, MRSA, C.difficile, Norovirus, HIV, Hepatitis B&C, Salmonella and Tuberculosis).

