

Aurora Apartments - Cleaning Schedule 2016 - Rev 1

Description	Cleaning / Works					
	Daily	Weekly	Monthly	Quarterly	Yearly	
Front Entrance to Aurora	Sweep and mop at door entranceway and remove rubbish	daily				
	Sweep and vaccum area between outside entrance door and internal security door	daily				
	water feature remove leaves and clean filter/ service	daily		monthly		
	Glass Clean to all entrance Glass - both sides		weekly			
Gym	Wipe down all gym equipment/ using hospital A grade disinfectant	daily				
	Clean and disinfect showers and toilets/empty bins	daily				
	Check and refill Hand soap/ Hand towel paper/ Toilet paper	daily				
	Clean litter and leaves in court yard area/ clean all windows	daily	weekly			
Lifts/Foyer	Vacuum foyer and lift area	daily				
	Wipe down all surfaces	daily				
	Dust all skirting boards and fretwork feature	daily				
	Wipe down Stainless Steel lift doors - internal and external		weekly			
	Lift Doors wipe down with stainless oil in interior of lift cars		weekly			
	Wipe and oil of all external lift doors level LG to 19		weekly			
	Wipe down and oil of all exterior lift doors levels LG to 19		weekly			
Tile and grout clean foyer (Spinner)					yearly	
Internal Aurora Foyer	Mop	daily				
	Vacuum	daily				
	Tile and grout clean (Spinner)					yearly
	Wipe down chairs	daily				
	Wipe down all skirting boards		weekly			
	Rear Area of Building Staff desk - wipe down surfaces	daily				
Wipe down of all solid doors in foyer		weekly				
Mail Room	Vacuum	daily				
	Mop	daily				
	Tile and grout clean (Spinner)					yearly
	Wipe Down of all surfaces	daily				
	Empty paper bin/concierge duty	daily				
Apartment Levels	Vacuum of Aurora Corridor carpets - Level LG to 19 Monday, Wednesday and Friday					
	Wipe Down of All Solid Door Surfaces to Apartments, Waste Rooms, Fire Exits, Service Cupboards and Corridor walls.		weekly			
	Vacuum and Mop of Waste room on each level - Level 2 to 19		weekly			
	Wipe and disinfection exterior of waste room trap doors to level 2 to 19		weekly			
	Dust removal from all service vents on residential levels			monthly		
	Replace down lights		weekly			
	Remove loose waste to waste rooms. To be checked on 3 times weekly					
Levels Car Park lobby area	Vacuum/around recycle bins		weekly			
	Mop/around recycle bins		weekly			
Aurora Waste Room	Sweep/Wash down bin room floor/clean inside wast chute doors		weekly			
	Clean of Bin Room walls as required but minimum monthly					
	Put out compactor room bins for collection					
Aurora Rubbish Chute	Maintain chute deodoriser injection system					
Spot Cleans	Over and above these duties it is required that Cleaning Contract Staff attend to spot cleans as required to fulfill the service agreement.					
	Spot cleans as required include, but are not limited to spills, graffiti, and accidents.					
Steam Cleaning	Steam cleaning of all apartment floors/ LG,2,3,4 Foyer and lifts					Yearly
	Steam cleaning car park levels lift lobby and lifts				quarterly	
Car Park	Sweeping of visitor car park and picking up litter all levels		weekly			
	Regular sweeping and/or vacuuming of car park road ways as required					
	Cleaning of car park boom gates and security gates		weekly			
Pressure washing	Main forecourt, maple garden, gym forecourt					yearly
Recycle Bins	Putting out and returning recycle bins		weekly			
Car Wash Bay	Cleaning of car wash bay					
General	Removal of chewing gum from hard surfaces	daily				