

## Cleaning Standards Specifications Table

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE	ACCEPTABLE BETWEEN CLEANING TASKS
<b>GENERAL</b>			
Removal of loose debris	Free from litter, debris, dust and loose foreign matter	Build up of litter, debris, dust and loose foreign matter	Debris arising from usage between cleans.
Removal of impacted debris	Free from impacted debris e.g. chewing gum, labels etc.	Build up of impacted debris.	Debris arising from usage between cleans.
<b>HARD FLOORS</b>			
1 (a) Spot mop	Dry and free from spillages, removable stains, superficial marks and loose debris.	Build up of spillages, removable stains, superficial marks and loose debris.	Debris and spillages arising from usage between cleans.
(b) Full mop	Has uniformed appearance and is dry and free from spillages, removable stains, superficial marks and loose debris.	Build up of spillages, removable stains, superficial marks and loose debris. Having a non-uniform finish.	Debris and spillages arising from usage between cleans.
2 Scrub	Dry and free from removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of uniform appearance.	Build up of removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of non-uniform appearance.	Debris and scuff marks arising from usage between cleans.
3 Burnish / polish	Dry and free from removable stains, spillages, scuff marks and debris. Has even sheen	Non-uniform appearance, build up of removable stains, spillages, loose debris and scuff marks.	Debris and scuff marks arising from usage between cleans.
<b>SOFT FLOORS</b>			
1 (a) Spot clean	Free from visible loose debris, dust, fluff and lint, removable stains and matter.	Build up of removable debris dust, fluff, lint, stains and matter. Accumulation of the above around soft floor edges and bases of furniture.	Debris arising from usage between cleans.
(b) Full suction clean	Free from visible loose debris, dust, fluff and lint. Overall even appearance.	Build up of removable debris, dust, fluff and lint. Accumulation of the above around soft floor edges and bases of furniture.	Debris arising from usage between cleans.
2 Deep clean	Free from impacted debris, dust fluff and lint. Overall bright appearance. Free from removable stains. Odour free.	Build up of impacted and loose debris. Removable stains. Unacceptable odour.	Debris arising from usage between cleans.
<b>VERTICAL SURFACES AND HIGH LEVEL</b>			
1 Dust	Free from visible loose debris, dust and cobwebs.	Build up of loose debris and dust on vertical surfaces and at points of contact with horizontal surfaces.	Debris arising from usage between cleans.
2 (a) Damp wipe / spot wash	Free from impacted debris, dust cobwebs and removable stains/ graffiti.	Build up of impacted debris and dust on vertical surfaces. Removable stains.	Debris, dust and stains arising from usage between cleans.
(b) Damp wipe / full wash	Free from impacted debris, dust cobwebs and removable stains / graffiti. Uniform appearance.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.	Debris, dust and stains arising from usage between cleans.
<b>FURNITURE, FIXTURES AND FITTINGS</b>			
1 Dust	Free from visible loose debris, dust and cobwebs.	Build up of loose debris and dust on horizontal surfaces and at points of contact with vertical surfaces.	Debris arising from usage between cleans.
2 Damp wipe / wash	Free from impacted debris, dust, cobwebs and removable stains Uniform appearance. Dry.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.	Debris, dust and stains arising from usage between cleans.
3 Polish	Dry and free from removable stains, spillages and debris. Has bright even sheen.	Non-uniform appearance, build up of removable stains, spillages, loose debris, marks and excess polish.	Debris and marks arising from usage between cleans.
<b>SANITARY FITTINGS</b>			
1 Damp wipe / wash	Free from impacted debris, dust, removable stains, body fats and fluids. Uniform appearance. Dry. Odour free.	Build up of impacted debris, dust and fats on all surfaces and at points of contact with horizontal surfaces. Removable stains, smears.	Debris, dust and stains arising from usage between cleans. Residual odour.
2 Deep clean	Free from impacted debris, dust, removable stains, body fats and fluids, scale and verdigris. Uniform appearance. Dry. Odour free.	Build up of impacted debris, dust, fats, scale and verdigris on all surfaces and at points of contact with other surfaces. Removable stains, smears.	Debris, dust and stains arising from usage between cleans. Residual odour.