

## Description of the main cleaning activities

Annex 1f

### **Sweeping - Dust mopping operations:**

After sweeping and dust mopping operations, all floors shall be clean and free of dust streaks. No dust shall be left in corners, behind heaters, under furniture, behind doors on stair landings etc.

### **Dust Mops:**

All dust mops to be specifically treated before use to aid in the removal of dust and dirt. After dust mopping, floors are to be free of litter, debris and grit. Treatment that leaves an oil film on floors is prohibited.

### **Carpet/floor mats Cleaning:**

All traces of dirt, grime and soil shall be removed from carpets/rugs/floor mats and there shall be no excessive shrinkage, which affects the appearance or durability. Rugs and carpets shall be vacuumed after cleaning and shampooing with a wet/dry machine (if applicable) and there shall be no lingering or objectionable odour.

The contractor is fully responsible for correcting any damages resulting from either the method of cleaning or faulty workmanship.

### **Glass cleaning:**

Glass cleaning refers to glass areas to be cleaned like door glass, glass shelves, glass partitions, pictures etc.

### **Wet mopping (where is necessary):**

All floors shall be properly prepared, thoroughly swept to remove dirt and debris, and to include the removal of gum, tar and similar substances from the floor surface.

The floor shall be clean and free of dirt, water streaks, mop marks, strings etc. and properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners, cracks and crevices clean.

### **Dusting:**

Dust shall not be moved from place to place but removed directly from the areas in which it lies and by the most effective means (like appropriate treated dust cloths and vacuum). When doing high cleaning, dust shall not be allowed to fall onto furniture and equipment below.

After the completion of dusting tasks:

- There shall be no dust streaks;
- Corners, crevices, mouldings, ledges, window sills etc. shall be dust free;
- When inspected there shall be no traces of dust on any surface;
- There shall be no spots on dusted surfaces caused by dusting tools.

### **Damp wiping:**

This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks and smudges from walls, glass and other specified surfaces and then drying to provide a polished appearance. When damp wiping in toilet areas, a multi-purpose (disinfectant-deodorizer) cleaner shall be used.

**Bright Metal Polishing:**

May be performed by damp wiping and drying with suitable cloth provided a polished appearance is obtained by this method. If a polished appearance cannot be produced an appropriate metal polish shall be used.

**Porcelain ware cleaning:**

Porcelain fixtures (like wash basins, urinals, toilets etc.) shall be clean and bright. There shall be no dust, spots, stains, rust, encrustation or excess moisture. Walls and floors adjacent to fixtures shall be free of spots, drippings and watermarks.

**Window Cleaning:**

Window cleaning shall be inside and/or outside. The contractor should use a cleaning agent applied by a sponge. Appropriate equipment should be used to prevent smears and streaks on glass. A proper cloth should be used to prevent watermarks.