



WHAT'S INCLUDED IN YOUR WIPO CLEANING?



Small Clean (Generally Midweek Clean)

Front Entrance

- Remove all cobwebs on front entrance and surroundings
- Clean glass entrance door

Rubbish Removal

- Empty all bins and change bin liners
- Wipe clean bins and lids when required

Kitchen & Eating Area

- Clean and wipe all tables, bench tops and surroundings
- Clean and disinfect sinks and drains
- Clean inside and outside microwaves
- Clean outside fridge
- Spot clean outside of cupboards
- Empty rubbish bins

Hard Floors & Carpeted Floors

- Remove loose paper and other rubbish
- Sweep/Vacuum walkways and main traffic areas
- Damp mop area where required using an approved detergent

Toilets & Washrooms

- Clean and disinfect hand basins, drains, bench tops, urinals, shower cubical and toilet doors
- Polish mirrors and stainless steel fittings
- Replenish toilet and hand basin requisites
- Mop and disinfect floors



WHAT'S INCLUDED IN YOUR WIPO CLEANING?



Large Clean (Generally Weekend Clean)

Front Entrance

- Remove all cobwebs on front entrance and surroundings
- Clean glass entrance door

General Cleaning

- Remove all cobwebs
- Dust all furniture, desks, chairs, ledges, pictures, windowsills and skirting boards
- Dust all office equipment, computer bases and screens
- Dust blinds, grills, air conditioner vents and ducts
- Wipe all tables and desks
- Spot clean marks from cupboards, cabinets, doors, lighting switches

Rubbish Removal

- Empty all bins and change bin liners when required
- Wipe clean bins and lids when required

Kitchen & Eating Area

- Clean and wipe all tables, bench tops and surroundings
- Clean and disinfect sinks and drains
- Clean inside and outside microwaves
- Clean outside fridge
- Spot clean outside of cupboards
- Empty rubbish bins

Hard Floors & Carpeted Floors

- Remove loose paper and other rubbish
- Vacuum clean all corners, edges and under furniture
- Vacuum clear all walkways and all traffic areas
- Thoroughly damp mop entire area using an approved detergent

Toilets & Washrooms

- Clean and disinfect pans, lids, urinals, shower cubical, handles and fittings
- Clean and disinfect hand basins, drains, bench tops and toilet doors
- Polish mirrors and stainless steel fittings
- Replenish toilet and hand basin requisites
- Mop and disinfect floors

Optional

- Blow or sweep car bay or car park / Polish indicators panels, doors in lift
- Wash, dry and put away dishes / Clean inside of fridge