

OFFICE CLEANING STANDARDS

A clean office is a productive office.

High standards protect health, improve wellbeing and create the right impression for staff, visitors and clients.



BE SAFE

WORK SMART

RESPECT

DELIVER QUALITY

WE WORK IN MANY DIFFERENT ENVIRONMENTS

Different places, same high standards.



OFFICES



MEETING ROOMS



RECEPTION AREAS



BREAKOUT AREAS



STORAGE ROOMS



STAFF FACILITIES



REMEMBER

- Plan your work and follow the cleaning schedule.
- Use the right products, equipment and PPE.
- Work from clean to dirty and high to low.
- Check your work and report any issues.
- A small effort makes a big difference.



Great standards reflect our values and build trust with every clean.

KEY AREAS & STANDARDS



DESKS & WORKSTATIONS

- Remove dust and debris
- Wipe all surfaces, screens and peripherals
- Tidy cables where possible
- Empty bins



CHAIRS & FURNITURE

- Wipe arms, backs and seats
- Remove marks and spills
- Check for damage and report



DOORS & HANDLES

- Clean handles, frames and push plates
- High touch points – clean regularly



BINS & WASTE

- Empty all bins
- Replace liners
- Wipe bins inside and out if needed



FLOORS

- Vacuum carpets thoroughly
- Spot clean stains
- Mop hard floors using correct method



GLASS & WINDOWS

- Clean internal glass and screens
- Remove smears and fingerprints
- Use streak-free technique



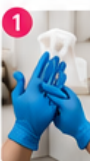
TOP TIPS FOR GREAT RESULTS

- Always use a clean cloth and the correct product.
- Fold cloths regularly – 8 clean sides!
- Change water frequently.
- Never put dirty cloths back in clean solution.



Right product.
Right equipment.
Right method.
Every time.

OFFICE CLEANING – STEP BY STEP PROCESS



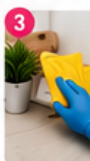
1 PREPARE

Wear correct PPE. Check you have the right equipment and products. Read any site notes.



2 TIDY & CLEAR

Remove clutter and items that could stop you cleaning effectively.



3 DUST HIGH TO LOW

Dust all surfaces from high areas down to low areas.



4 CLEAN SURFACES

Wipe all surfaces using the correct product and method. Pay extra attention to high touch points.



5 VACUUM & MOP

Vacuum carpets thoroughly. Mop hard floors using correct dilution and method.



6 EMPTY BINS

Empty all bins, replace liners and wipe bins if needed.



7 FINAL CHECK

Check your work. Make sure all areas are clean, tidy and presentable.



8 REPORT & RECORD

Report any issues, damage or low supplies. Sign off if required.



DO'S

- Use the right product for the task
- Work methodically and don't rush
- Keep your equipment clean and in good condition
- Respect the client's property
- Report any problems immediately



DON'TS

- Don't mix chemicals
- Don't use dirty or worn cloths
- Don't block fire exits or access routes
- Don't leave areas untidy
- Don't ignore damage or faults



EQUIPMENT CHECK

Before you start, check you have:

- Correct products
- Clean cloths
- Mop, bucket & wringer
- Vacuum
- Bins & liners
- PPE

HIGH TOUCH POINTS – DON'T MISS!

These areas spread germs quickly.



Light switches



Door handles



Phones



Keyboards & mice



Lift buttons



Hand rails



Taps & sinks



Printer buttons



Fridge handles



Bins

 **Clean often. Protect people.**

WHAT GOOD LOOKS LIKE

You have done a great job when...

- All areas are clean, fresh and presentable
- High touch points are clean and sanitised
- Floors are clean and dry with no hazards
- Bins are empty and areas are tidy
- Clients and staff are happy with the standard



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- What is the correct cleaning order?
- Why is it important to clean high touch points?
- How often should bins be emptied?
- What should you do if you find damage?
- Name two high touch points in an office.



TIP OF THE MODULE

A clean office shows we care about detail, people and the places we work in.



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 8 – Office Cleaning Standards.

Employee Name: _____ Date: _____
Employee Signature: _____ Date: _____
Trainer Name: _____ Date: _____
Trainer Signature: _____ Date: _____

 This training does not replace site specific instructions or risk assessments. Always follow the rules and use your judgement.



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