



NO	TASKS WHICH ARE COVERED
1	General office area Sweep, vacuum, and mop hard floors Vacuum carpeted areas Wipe office desks and workstations Wipe chairs, cabinets, shelves, & reachable surfaces Remove dust from accessible areas Clean meeting rooms and reception area Empty rubbish bin & replace bin liners if provided Arrange chairs & general tidy up
2	Pantry area Sweep, vacuum, and mop floors Wipe pantry table top & counter Clean sink area Wash cups or light pantry items, if agreed Wipe exterior of appliances (fridge, microwave, coffee machine, etc) Clear food crumbs & stains Empty pantry rubbish bin & replace bin liners if provided General tidy up
3	Toilet Mop/wash bathroom floor Wash toilet bowl Clean sink & tap Wipe mirror Refill toilet paper, hand soap, or tissue if provided Empty sanitary/rubbish bins & replace bin liners if provided
4	Additional tasks may be carried out upon request, subject to available cleaning time Wipe mirror/glass divider Wipe internal window Wipe handles & light switches Wipe interior of cabinet, if it is empty <i>Other general works that can fit within time frame booked...</i>

NO	TASKS WHICH ARE NOT COVERED
1	Clean high places or tall furniture that pose a safety risk
2	Clean exterior of windows, unless is accessible
3	Prepare & serve drink/food
4	Clean window blinds
5	Clean fragile items
6	Wipe walls
7	Shift display, wipe display cabinet, & rearranging the display
8	Carpet & furniture shampooing
9	Heavy furniture moving
10	Deep stain removal
	<i>Other works that pose a safety risk, need special certification/permit to do...</i>

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