

# Commercial Cleaning Scope One-Pager

Cleaningly Melbourne commercial cleaning buyer guide

## Site details

Site / address: \_\_\_\_\_ Contact: \_\_\_\_\_

Access window: \_\_\_\_\_ Alarm / key notes: \_\_\_\_\_

## Daily tasks

Bathrooms, kitchens, bins, reception, touchpoints, floors, consumables check.

## Weekly tasks

Glass detail, meeting rooms, edges, skirtings, spot marks, low-dust detail.

## Monthly tasks

Detailed amenity clean, high dusting, floor edges, scope review notes.

## Quarterly / periodic tasks

Carpets, windows, machine scrubbing, pressure cleaning, deep detail work.

## Exclusions and owner notes

Name consumables, special waste, secure rooms, maintenance tasks and variations.

Owner notes: \_\_\_\_\_