

Post-construction cleaning

Sample site-specific cleaning specification

Fictional premises and quantities. A sample specification, not a quotation or an agreed contract scope. Review each line item against the actual premises before use.

1. Premises and quantities

Completed commercial fit-out F · 800 m² · one-off final detailed clean after completion. Site clearance and unlimited removal of bonded construction products are excluded.

LVT 400 m² · porcelain tiles 250 m² · washroom floors 50 m² · stairs/lift 100 m² = 800 m²

192 m² glass surfaces separately · 24 doors · 32 sills · 12 radiators · 4 toilets / 4 basins

2. Item structure and scheduling

Group 1.0 identifies an area; 1.1 is its first individual item. Each item states the surface, task, method and frequency/stage. Quantities define premises scope, not universal time or price allowances.

One-off job: “before work”, “once/job” and “after work” identify the relevant stage. This is not a recurring maintenance or routine-cleaning contract.

3. Requirements before commissioning

Confirm room/component schedule, measurements, materials, existing damage, agreed items, access, service times and contact. Agree water/power, storage, supplies and waste/wastewater routes. Special items not agreed do not automatically form part of the job.

1.0 Site readiness and preparation

Premises F · completed fit-out · 800 m² floor area · no ongoing dust-producing trades

Item	Cleaning item	Task / method / scope	Frequency / stage
1.1	Site readiness	Jointly check completion, outstanding trades, curing periods and access. Clean only structurally safe, released areas.	before work
1.2	Floor and component schedule	Record 400 m ² LVT, 250 m ² porcelain tiles, 50 m ² washroom floor and 100 m ² stairs/lift. Identify coatings and sensitive components.	before work
1.3	Dust assessment	Have unknown or potentially hazardous construction dust identified before work. Agree suitable extraction and safeguards; do not assume ordinary dust.	before work
1.4	Films and residues	Identify films, labels and residues for removal and approve trial treatment. Record surface damage before cleaning.	before work
1.5	Utilities and disposal	Agree water, power, lighting, collection points and safe wastewater disposal. Site clearance and bulk disposal remain separate.	before work

2.0 Loose residues and fine construction dust

Clear surfaces and specified components; no uncontrolled dry dust dispersal

Item	Cleaning item	Task / method / scope	Frequency / stage
2.1	Manageable debris	Collect specified non-hazardous packaging into agreed containers. Rubble and heavy construction debris are excluded.	once / job
2.2	Floor dust	Vacuum clear flooring thoroughly with extraction suitable for the dust type, including accessible corners and transitions.	once / job
2.3	Horizontal components	Remove loose dust from specified sills, ledges and fixtures up to 1.80 m. Treat sensitive electrical areas dry or under specific approval.	once / job
2.4	Doors and frames	Gently remove loose deposits from 24 doors, frames and fitting exteriors. Locked plant rooms are excluded.	once / job

3.0 Floors by material

700 m² room/corridor floors; the additional 100 m² stairs/lift are in group 7

Item	Cleaning item	Task / method / scope	Frequency / stage
3.1	LVT flooring	Clean 400 m ² using a confirmed compatible method, removing fine construction dust and removable footprints. Do not strip factory finishes.	once / job
3.2	Porcelain tiles	Wet-clean 250 m ² after joints and curing are released; detail edges. Cement-film removal is not a blanket acid treatment.	once / job
3.3	Washroom floor	Clean 50 m ² separately with a joint-compatible method, including accessible areas behind fixtures, and recover solution.	once / job
3.4	Local residues	Remove specified local paint/adhesive residues only following approval and trial treatment. Report residues that cannot be safely removed.	once / job
3.5	Rinsing	Rinse as required by the method and recover dirty water. Allow safe drying and prevent new traffic soiling.	once / job

4.0 Doors and fixed fixtures

24 doors · 32 internal sills · 12 radiators · approved work up to 1.80 m

Item	Cleaning item	Task / method / scope	Frequency / stage
4.1	Door leaves	Damp-clean dust-free door surfaces throughout with compatible methods. Protect moisture-sensitive edges and coatings.	once / job
4.2	Frames and fittings	Clean removable residues from accessible frames and fitting exteriors. Lock mechanisms and functional testing are excluded.	once / job
4.3	Sills and skirting	Damp-finish 32 clear internal sills and accessible skirting. Treat joints and connections with compatible methods.	once / job
4.4	Radiator exteriors	Clean dust and removable residues from 12 approved radiator exteriors and accessible grilles. No dismantling.	once / job

5.0 Glass, frames and rebates

32 windows · 3 m² area each · both sides = 192 m² glass

Item	Cleaning item	Task / method / scope	Frequency / stage
5.1	Glass approval	Identify panels, sides, coatings and approved label removal. No blanket scraper use. The sample assumes safe ground-based external access.	before work
5.2	Glass surfaces	Clean the specified 192 m ² glass surfaces with compatible methods, squeegee or finish under the approved method, and remove avoidable residues.	once / job
5.3	Frames and rebates	Clean visible internal/external frames and safely accessible openable rebates. Protect seals and drainage openings.	once / job
5.4	Edge zones	Detail glass edges and remove drips from adjacent finishes. Record existing component damage separately.	once / job

6.0 Washrooms and kitchenettes

4 toilets, 4 washbasins · 2 staff kitchenettes; no food production

Item	Cleaning item	Task / method / scope	Frequency / stage
6.1	Sanitary fixtures	Remove fine dust and removable residues from toilet, basin and tap surfaces with compatible methods. Use separate toilet cloths.	once / job
6.2	Wall tiles and mirrors	Clean and finish 40 m ² specified wall tiles up to 1.80 m and four mirrors. Confirm curing and joint compatibility.	once / job
6.3	Kitchenette surfaces	Clean two approved worktops, sinks, splashbacks and fronts. Cupboard and appliance interiors are excluded.	once / job
6.4	Product residues	Remove product residues as required by product and surface instructions, especially on approved food-contact surfaces.	once / job

7.0 Stairs, lift and handover

95 m² stairs/landings plus 5 m² cabin floor = 100 m²

Item	Cleaning item	Task / method / scope	Frequency / stage
7.1	Steps and landings	Pre-clean dust from 95 m ² and wet-clean with compatible methods. Detail edges and maintain escape routes in sections.	once / job

7.0 Stairs, lift and handover

95 m² stairs/landings plus 5 m² cabin floor = 100 m²

Item	Cleaning item	Task / method / scope	Frequency / stage
7.2	Balustrades and handrails	Clean accessible solid balustrades and handrails throughout with compatible methods. Observe fall edges; remove films only if approved.	once / job
7.3	Lift car	Clean the 5 m ² floor and approved mirror/wall surfaces. Obtain operational release and prevent liquid entering tracks.	once / job
7.4	Completion inspection	Inspect rooms, glass and components by item after drying. Distinguish existing defects, outstanding trades and subsequent trade re-soiling.	after work
7.5	Handover record	Record released rooms, completed items, remedial work and inaccessible parts. A repeat clean after later trades requires separate agreement.	after work

Execution principles and scope limits

Materials and methods: Check flooring, coatings, manufacturer guidance and pre-existing damage first. Select compatible products and mechanical action; assess uncertain surfaces on an approved trial area.

Access and safety: Release work areas, agree suitable access and equipment, mark wet floors and maintain escape routes. Record key control, alarm arrangements and restricted times in the premises plan.

Limitations: Cleaning does not repair scratches, chemical damage, material defects or permanent discolouration. Record inaccessible surfaces and agree additional work separately.

Excluded: hazardous-material remediation, rubble/bulk disposal, unidentified dust, repairs, technical interiors and unassessed extensive mortar/silicone/PU removal. Do not discharge spent chemicals or wastewater without checking the agreed disposal route.

Quality checks and completion record

After drying, commissioned surfaces should be free of avoidable dust pockets, footprints and residues removable by the agreed method. Record panel/room ID, item and deviation. Distinguish construction and material defects from cleaning defects.

Adapting to actual premises

Do not confirm obstructed tasks as completed without verification. Agree changes by version and item number; separately define extra work, repeats and supplies. Derive work planning and any quotation from the agreed item list. Prices, term and other contract conditions are agreed separately.