

Window and glass 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

Administration premises D · one-off job. Windows: 160 m² area, both sides (320 m²); doors: 20 m², both sides (40 m²); partitions: 60 m², both sides (120 m²). Total glass surface to clean: 480 m².

40 windows · 4 entrance doors · 10 partition panels; frames, rebates and sills separately included under group 6

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 Measurement, glazing schedule and access

Premises D · ground / first floor · 480 m² of glass surfaces to be cleaned

Item	Cleaning item	Task / method / scope	Frequency / stage
1.1	Glazing schedule	Record 40 windows at 4 m ² pane area each, four entrance doors at 5 m ² and ten internal partition panels at 6 m ² . Identify each side separately.	before work
1.2	Glass type and existing damage	Check coatings, films, defects and scratches and record by panel ID. Obtain approval before mechanical treatment of uncertain surfaces.	before work
1.3	Access method	The sample assumes safe ground-based telescopic access for first-floor exteriors. Assess feasibility, overhead services and surroundings. Do not stand on sills or lean out unprotected.	before work
1.4	Protection and clearance	Agree internal access and client furniture clearance. Protect or cordon drip zones, sensitive flooring and pedestrian routes.	before work

2.0 Internal window glass

40 windows · 160 m² one-sided glass area · safely accessible from inside

Item	Cleaning item	Task / method / scope	Frequency / stage
2.1	Pre-cleaning	Gently remove loose abrasive particles. Check frame edges to avoid dragging grit across glass.	once / job
2.2	Glass surface	Wash panes with a suitable applicator, loosen removable everyday dirt and squeegee. Treat coated surfaces under confirmed instructions.	once / job
2.3	Edges and corners	Detail accessible edges to suit the method. Remove drips and avoidable product residues from adjoining surfaces.	once / job
2.4	Inspection	Inspect dry panes under suitable viewing conditions for avoidable streaks and residual dirt. Record glass defects separately.	after work

3.0 External window glass

40 windows · 160 m² one-sided glass area · ground / first floor; highest working area 6 m

Item	Cleaning item	Task / method / scope	Frequency / stage
3.1	Reach assessment	Confirm safe ground-based access to all 40 panels. Record obstructions or insufficient reach and agree alternative access separately.	before work
3.2	Pure-water method	Clean approved external panes using a suitable brush and controlled pure-water quality; rinse adequately. Protect water routes and surroundings from water ingress.	once / job
3.3	Edge zones	Include accessible glass edges and prevent dirt carry-over from rebates. Full frame cleaning is specified only under group 6.	once / job
3.4	Dry inspection	Inspect after natural drying for avoidable water or dirt residues. Record material-related water repellence and deposits that cannot be removed.	after work

4.0 Entrance doors

4 doors · 5 m² area each · both sides = 40 m²

Item	Cleaning item	Task / method / scope	Frequency / stage
4.1	Internal door glass	Wash and squeegee internal panes throughout; detail grip areas and accessible glass edges.	once / job
4.2	External door glass	Clean external panes throughout with a suitable glass method. Cordon pedestrian routes in sections and remove liquid.	once / job
4.3	Fitting exteriors	Damp-clean approved handle and fitting exteriors with compatible methods. Locks and maintenance are excluded.	once / job
4.4	Result	Inspect glass and immediate drip zones. Return doors to normal operation only after safe release.	after work

5.0 Internal glass partitions

10 panels · 6 m² area each · both sides = 120 m²

Item	Cleaning item	Task / method / scope	Frequency / stage
5.1	Surface release	Identify panels, films and graphics. Protect electrical fittings, furniture and sensitive floor edges.	before work

5.0 Internal glass partitions

10 panels · 6 m² area each · both sides = 120 m²

Item	Cleaning item	Task / method / scope	Frequency / stage
5.2	Two-sided cleaning	Wash and squeegee approved glass on both sides; detail edges. Leave graphics in place and follow film guidance.	once / job
5.3	Profile touchpoints	Spot-clean specified handle and profile touchpoints. Full profile treatment is not automatically included.	once / job
5.4	Completion check	Check dry surfaces for avoidable streaks; identify the affected panel in any deviation record.	after work

6.0 Separately specified frames, rebates and sills

Expressly included here: 40 windows, 4 doors; internal partition profiles excluded

Item	Cleaning item	Task / method / scope	Frequency / stage
6.1	Frame surfaces	Damp-clean agreed internal and external visible frame surfaces with compatible methods. External telescopic treatment requires confirmed suitability and reach.	once / job
6.2	Openable rebates	For 40 safely openable windows, gently clean accessible rebates. Protect seals and drainage openings. Fitting dismantling is excluded.	once / job
6.3	Internal sills	Damp-clean and finish 40 internal sills cleared by users. Do not move plants or personal belongings.	once / job
6.4	External sills	Clean 40 safely accessible external sills, protecting drainage and adjoining façades. Report inaccessible sections separately.	once / job

7.0 Completion record and scope limits

One job comprises one approved cleaning cycle; repeats require separate agreement

Item	Cleaning item	Task / method / scope	Frequency / stage
7.1	Quantity check	Match completed panel IDs and sides to the glazing schedule. The 480 m ² already counts sides and must not be doubled again.	after work
7.2	Handover	Record residual dirt, existing defects, inaccessible panels and any remedial work. Later re-soiling does not imply a further free cleaning cycle.	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: construction adhesive, label removal, cement films, specialist mineral deposits, glass roofs, façade washing or powered access. No blanket scraper or acid treatment; any such method requires a separate material and risk assessment. Agree safe weather conditions and reasonable replacement dates.

Quality checks and completion record

Inspect after drying: specified sides should be free of avoidable streaks, drip marks and residues removable by the agreed method. Account for viewing conditions and existing glass defects; record panel ID, side, deviation and action.

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.