

Stairwell 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

Shared premises E · ground to third floor and basement access · 250 m² without double-counting. Entrance visits Tuesday/Friday; other weekly tasks Friday, monthly tasks on the last regular Friday.

Entrance 30 m² · steps/landings 120 m² · corridors 60 m² · cabin 5 m² · basement/store 35 m² = 250 m²

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.

5×/week: Monday-Friday; 3×/week: Monday/Wednesday/Friday; 2×/week: Tuesday/Friday; 1×/week: Friday. Monthly work: last regular Friday; quarterly work: last regular Friday in March/June/September/December. Only frequencies actually used in this specification apply. Agree replacement dates within the relevant period.

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 Entrance and lobby

30 m² porcelain tiles including 6 m² matting · no reception counter

Item	Cleaning item	Task / method / scope	Frequency / stage
1.1	Entrance matting	Thoroughly vacuum textile mats and fixed entrance matting, including accessible transitions. Mat washing is excluded.	2× / week
1.2	Hard floor	Remove loose debris; wet-mop porcelain tiles, recover the soiled solution and allow to dry. Remove tracked-in residues that routine cleaning can remove.	2× / week
1.3	Handles and controls	Damp-wipe handles, push plates and accessible controls to remove finger marks. Clean electrical fittings externally without liquid ingress.	1× / week
1.4	Entrance-door glazing	Spot-clean finger marks on both accessible sides and finish the glass. Full window and frame cleaning is a separate scope.	1× / week

2.0 Stairs and landings

120 m² resilient flooring · ground to third floor · 4 storeys

Item	Cleaning item	Task / method / scope	Frequency / stage
2.1	Steps and landings	Remove loose debris; wet-mop treads and accessible edges using a material-compatible method. Work in sections and maintain safe passage.	1× / week
2.2	Handrails	Damp-clean accessible handrails along the agreed run. Remove finger marks while protecting sensitive coatings.	1× / week
2.3	Balustrades	Damp-clean accessible solid infill panels and posts. This sample has no glass infill; elevated surfaces are covered under item 6.6.	1× / week
2.4	Doors and handles	Damp-wipe handles and push plates; spot-clean accessible finger marks on door leaves. Fire-door maintenance is excluded.	1× / week
2.5	Internal window sills	Damp-clean clear internal sills safely accessible from the working level. Do not stand in stairwell voids or near unprotected edges.	1× / week

3.0 Shared corridors

60 m² LVT · 4 storeys · no seating or waste bins

Item	Cleaning item	Task / method / scope	Frequency / stage
3.1	Floor surfaces	Remove loose dirt with a dust-binding method; wet-mop LVT and recover soiled solution. Match product and moisture level to the floor.	1× / week
3.2	Touchpoints	Damp-clean accessible handles and control panels on through-doors. Do not spray electrical components directly.	1× / week
3.3	Internal door glazing	Spot-clean finger marks on both accessible sides and finish. Full glass cleaning requires a separate agreement.	1× / week
3.4	Door surfaces	Spot-clean finger marks from accessible door leaves. Report defects in doors or closers; functional testing and maintenance are excluded.	1× / week

4.0 Lift car

5 m² LVT · stainless steel and mirror · agree operational release

Item	Cleaning item	Task / method / scope	Frequency / stage
4.1	Lift-car floor	Remove loose dirt; wet-mop and recover liquid. Prevent liquid entering door tracks, gaps or electrical components.	1× / week
4.2	Controls and handrail	Wipe buttons, grip areas and handrail externally with a suitable lightly dampened cloth. Do not spray the control panel directly.	1× / week
4.3	Lift-car walls and doors	Gently clean accessible stainless steel and coated exteriors. Remove avoidable finger marks; shaft, machinery and maintenance areas are excluded.	1× / week
4.4	Lift-car glass	Clean and finish the mirror and internal lift-car glass. Agree release and lift availability with the site contact.	1× / week

5.0 Basement corridor and store

35 m² PVC · clear shared areas; private stores excluded

Item	Cleaning item	Task / method / scope	Frequency / stage
5.1	Floor surfaces	Vacuum clear accessible floors and wet-mop with a material-compatible method. Do not move stock or filled shelving.	1× / month

5.0 Basement corridor and store

35 m² PVC · clear shared areas; private stores excluded

Item	Cleaning item	Task / method / scope	Frequency / stage
5.2	Door and handle	Damp-wipe the handle and spot-clean accessible finger marks on the door leaf. Agree access to locked rooms with the contact.	1× / month

6.0 Periodic additions

Groups 1-5; supplement to spot cleaning

Item	Cleaning item	Task / method / scope	Frequency / stage
6.1	Door leaves and frames	Damp-clean entire accessible doors and frames in agreed shared areas. Interior sides of private entrance doors are excluded.	1× / month
6.2	Skirting	Damp-clean clear skirting and accessible transitions using compatible methods. No dismantling or furniture clearance.	1× / month
6.3	Mailboxes	Damp-clean exteriors of 12 mailboxes including approved grip areas. Leave mail, locks and interiors untouched.	1× / month
6.4	Intercom and switch plates	Clean accessible exteriors with a lightly dampened cloth. No direct spraying or technical testing.	1× / week
6.5	Radiator exteriors	Dust four specified radiator exteriors and accessible grilles. Interiors and dismantling are excluded.	1× / month
6.6	Elevated surfaces	Remove cobwebs from specified locations between 1.80 and 2.50 m with suitable equipment. Assess fall edges and access first.	1× / quarter

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: private areas, external grounds, full window/frame cleaning, snow/ice clearance, bulky waste, maintenance and fire-door testing. Keep stairs accessible; never block all escape routes at once.

Quality checks and completion record

Carry out a self-check after each visit; a documented monthly supervisor inspection is assumed for this sample. Record room ID, item, date, finding and action. After each due task, floors should be free of avoidable loose debris, approved surfaces of avoidable dust and finger marks, and mirrors of avoidable streaks. Account for pre-existing damage and intensive work outside the agreed scope.

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.

SAMPLE