

Regular commercial 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

Commercial premises B · single-level specialist retail with staff areas · 500 m² · no office areas. Open Monday-Friday; cleaning after closing, with no routine visits on public holidays or closure days.

Sales area 300 m² (including 12 m² matting) · staff room 40 m² · washrooms 40 m² · circulation 100 m² · store 20 m² = 500 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/Thursday; 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 Sales and showroom area

300 m² porcelain tiles · non-food retail · 4 checkout counters

Item	Cleaning item	Task / method / scope	Frequency / stage
1.1	Floor area	Remove loose particles with a dust-binding method; scrub-dry clear areas with suitable equipment, detail edges manually and recover soiled solution.	5x / week
1.2	Entrance matting	Thoroughly vacuum the 12 m ² matting included within the 300 m ² , including accessible edges. Mat washing and replacement are excluded.	5x / week
1.3	Checkout counters	Damp-clean cleared, non-electrical worktops and customer ledges with compatible products. Leave checkout equipment and merchandise in place.	5x / week
1.4	Touchpoints	Damp-clean entrance handles and approved customer touchpoints. Treat controls externally without liquid ingress.	5x / week
1.5	Door glazing	Spot-clean finger marks on accessible entrance-door glazing and finish. Full glass cleaning remains a separate service.	5x / week
1.6	Waste	Empty four specified bins under existing sorting arrangements, replace liners as needed and damp-clean exteriors.	5x / week
1.7	Clear display ledges	Dust or damp-clean cleared fixed ledges up to 1.80 m. Merchandise, demonstration equipment and packaging are excluded.	1x / week

2.0 Staff break room

40 m² LVT · 1 room · 12 seats

Item	Cleaning item	Task / method / scope	Frequency / stage
2.1	Floor surfaces	Remove loose dirt; wet-mop accessible flooring using a compatible method and recover soiled solution. Briefly move and replace loose chairs.	5x / week
2.2	Tables and seats	Damp-clean cleared tabletops and hard seat surfaces and finish appropriately. Do not move personal belongings.	5x / week
2.3	Waste bins	Empty specified bins under the agreed sorting system; replace liners and damp-clean visible exterior soiling.	5x / week

2.0 Staff break room

40 m² LVT · 1 room · 12 seats

Item	Cleaning item	Task / method / scope	Frequency / stage
2.4	Clear shelves	Dust or damp-clean clear sideboard tops and internal sills up to 1.80 m. Do not empty shelves.	1× / week
2.5	Handles and switches	Damp-clean finger marks from accessible handles and switch exteriors. Protect electrical fittings from liquid ingress.	5× / week

3.0 Washrooms

40 m² porcelain tiles · 2 areas · 3 toilets, 3 washbasins; no urinals

Item	Cleaning item	Task / method / scope	Frequency / stage
3.1	Toilet bowls and seats	Clean bowl interiors including accessible rims, bowl exteriors, seats and lids. Keep internal and external cleaning operations hygienically separate.	5× / week
3.2	Washbasins	Clean bowls, overflow openings, accessible drain areas and adjacent ledges. Remove soap and water-soluble residues and remove cleaning product residues.	5× / week
3.3	Taps	Clean taps and operating parts gently, remove product residues and finish. Check compatibility with chrome and other coatings.	5× / week
3.4	Mirrors	Clean and finish the entire mirror with a suitable method. Remove avoidable splashes, finger marks and streaks.	5× / week
3.5	Touchpoints	Damp-clean handles, latches, push plates and dispenser controls. Use cloths separate from toilet and urinal cleaning.	5× / week
3.6	Partitions and doors	Spot-clean finger marks and splashes on accessible partitions and doors. Full cleaning is additional under item 6.3.	5× / week
3.7	Splash-zone tiles	Damp-clean visible soap and splash residues on accessible tiles around basins. Full wall deep cleaning is excluded.	5× / week
3.8	Floor surfaces	Remove loose debris; wet-mop with separate washroom textiles and recover soiled solution. Include accessible edges and areas behind toilet bowls.	5× / week

3.0 Washrooms

40 m² porcelain tiles · 2 areas · 3 toilets, 3 washbasins; no urinals

Item	Cleaning item	Task / method / scope	Frequency / stage
3.9	Hygiene and general waste	Empty specified bins or replace sealed liners; clean exteriors. Exchange of sealed third-party service units is excluded.	5× / week
3.10	Consumables	Check and replenish soap, hand towels and toilet paper from stock supplied on site. Report shortages; procurement is separately agreed.	5× / week
3.11	Toilet brushes and holders	Clean holders and external supports. Treat brushes under the agreed hygiene routine; report damaged or worn equipment.	5× / week

4.0 Circulation and access areas

100 m² LVT · single level · no stairs or lifts

Item	Cleaning item	Task / method / scope	Frequency / stage
4.1	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.	5× / week
4.2	Touchpoints	Damp-clean accessible handles and control panels on through-doors. Do not spray electrical components directly.	5× / week
4.3	Waste bins	Empty specified bins and take waste to the agreed collection point. Damp-clean visible exterior soiling as needed.	5× / week
4.4	Seats and shelves	Dust or damp-clean clear hard benches and accessible shelves up to 1.80 m. Vacuum upholstered fittings only if approved.	1× / week
4.5	Internal door glazing	Spot-clean finger marks on both accessible sides and finish. Full glass cleaning requires a separate agreement.	3× / week
4.6	Door surfaces	Spot-clean finger marks from accessible door leaves. Report defects in doors or closers; functional testing and maintenance are excluded.	1× / week

5.0 Store and ancillary room

20 m² PVC · 1 room · no merchandise cleaning

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× / week
5.2	Clear shelving	Dust or damp-clean cleared, accessible shelf sections up to 1.80 m. Cleaning inventory or goods is excluded.	1× / month
5.3	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× / week
5.4	Waste bins	Empty specified bins and take waste to the agreed collection point. Bulky waste, large packaging volumes and hazardous materials are excluded.	1× / week

6.0 Periodic supplementary work

Applies to the specified groups; do not double-count routine tasks

Item	Cleaning item	Task / method / scope	Frequency / stage
6.1	Skirting and edges	Groups 1-5: damp-clean accessible skirting and edges. Do not move merchandise shelving or heavy fittings.	1× / month
6.2	Door leaves and frames	Groups 1-5: damp-clean entire accessible fixed door and frame surfaces using compatible methods.	1× / month
6.3	Washroom partitions	Group 3: damp-clean approved door and partition surfaces throughout with separate washroom cloths.	1× / month
6.4	Bin interiors	Groups 1-5: clean empty bin interiors, dry and fit specified liners. Third-party service units are excluded.	1× / month
6.5	Limescale deposits	Group 3: remove soluble limescale from basins and taps with compatible products. Check joints and coatings first.	1× / week
6.6	Elevated ledges	Groups 1, 2 and 4: remove dust and cobwebs from specified surfaces between 1.80 and 2.50 m. Agree suitable safe 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.

CLEANING SPECIFICATION

Regular commercial cleaning

DMA-LV-UHR-EN | 05.10.2026



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.

Scope limits: Merchandise and demonstration equipment cleaning, shelf interiors, full glazing cleaning, deep cleaning and external areas are excluded. Elevated surfaces only under item 6.6. The sample includes no food handling or industrial production areas.

Hygiene and supplies: Keep toilet/urinal cloths, other washroom cloths and kitchen/furniture cloths separate. No blanket disinfection service. Paper and soap come from supplied stock; agree procurement and special waste handling separately.

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.