



A clean office creates a healthy, productive environment for everyone. Consistent cleaning to a high standard reflects our professionalism and helps maintain our clients' premises to the highest standard.

01 PREPARE THE AREA



- Check for any specific client instructions.
- Remove personal items and tidy surfaces where appropriate.
- Place a 'Cleaning in Progress' sign.
- Gather the correct equipment and products.
- Work methodically and follow the plan.

02 REMOVE DUST & COBWEBS



- Dust high to low – start at the top.
- Dust lamps, shelves, ledges, pictures, monitors and equipment.
- Use clean, dry microfibre cloths.
- Do not spread dust – trap and remove it.
- Pay attention to corners and hard to reach areas.

03 CLEAN & SANITISE SURFACES



- Clean all work surfaces, desks, tables and meeting room tables.
- Use a suitable cleaner and disinfectant as required.
- Pay attention to high touch points (see Module 7).
- Allow surfaces to dry.
- Replace items neatly.

04 EMPTY BINS & REPLACE LINERS



- Empty all bins and replace liners.
- Do not overfill bins.
- Wipe the inside and outside of bins if required.
- Return bins to the correct location.
- Dispose of waste in the correct area.

05 VACUUM FLOORS & SOFT FURNISHINGS



- Vacuum all carpeted areas thoroughly.
- Move around furniture where safe and practical.
- Vacuum under desks and chairs.
- Use appropriate attachments for edges and corners.
- Check and report any stains or damage.

06 FINAL CHECK & PRESENTATION



- Check the area to ensure all tasks are complete.
- Ensure all surfaces are clean and dry.
- Remove the 'Cleaning in Progress' sign.
- Report any issues to your supervisor.
- Leave the area clean, safe and presentable.

BEFORE YOU LEAVE THE SITE



TASKS COMPLETE

Have all required tasks been completed?



WORK CHECKED

Have you checked all areas and standards?



EQUIPMENT STORED

Is all equipment clean, stored and ready for next use?



PROBLEMS REPORTED

Have you reported any issues, damage or hazards?



SITE SECURE

Are doors secure, lights off and site left as instructed?



KNOWLEDGE CHECK

Circle the correct answer or write your response.

1

What is the correct order for dusting?

2

Why is it important to clean high touch points?

3

What should you do with bins?

4

What do you do before leaving the area?



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 8 – Office Cleaning Standards.

Employee Name: _____

Date: _____

Employee Signature: _____

Trainer Name: _____

Date: _____

Trainer Signature: _____

Date: _____



This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.