

Office Cleaning Checklist

Polar Cleaning is specialist in regular Weekly / Fortnightly / Four-Weekly service. We have numbers of professional and trained cleaners who can provide you best Office cleaning service in Melbourne. If you are looking for Regular Office Cleaning Service then Polar Cleaning is one of the best option. In regular cleaning service we always follow your given checklist or prioritise certain tasks in your recommended time frame.

Hourly Rates (Min. 2 Hours)

Daily \$30 / Hour*	Weekly \$35 / Hour*	Fortnightly \$35 / Hour*	Four-Weekly \$40 / Hour*
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Note: * All our prices are excluding Gst.

Entry and Foyer

<ul style="list-style-type: none"> ✓ Sweeping and mopping exterior entry ✓ Clean entry glass door and door frame 	<ul style="list-style-type: none"> ✓ Dusting and quick wipe over visible surfaces ✓ Vacuuming and mopping entry hard floor 	<ul style="list-style-type: none"> ✓ Vacuuming carpeted area
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Office and reception area

<ul style="list-style-type: none"> ✓ Dust and quick wipe over visible table space ✓ Dust table partitions ✓ Clean window sills and dust high touch area 	<ul style="list-style-type: none"> ✓ Wet cloth clean chairs and seatings ✓ Dust desktop and other electronic gadgets ✓ Dusting of skirtings 	<ul style="list-style-type: none"> ✓ Clean glass door of cabin office ✓ Vacuuming carpeted area ✓ Remove cobwebs when need ✓ Mopping hard floor
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Bathrooms or Restrooms

<ul style="list-style-type: none"> ✓ Refill paper towels, toilet paper and hand soap ✓ Disinfect toilets and urinals ✓ Clean mirrors, windows and glass 	<ul style="list-style-type: none"> ✓ Clean and disinfect entry door ✓ Disinfect bathroom surfaces, including handles and towels or hand dryers accessories ✓ Dust high touch surfaces 	<ul style="list-style-type: none"> ✓ Clean water marks on walls ✓ Clean toilets and urinal partitions when require ✓ Mopping and disinfecting tiled floor
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Kitchen and pantry

<ul style="list-style-type: none"> ✓ Clean Kitchen bench top ✓ Clean and wipe sink and taps ✓ Wipe over cupboards exterior ✓ Wipe over all appliances exterior 	<ul style="list-style-type: none"> ✓ Clean Microwave ✓ Refill paper towel & hand soap ✓ Tidy up plates and cups ✓ Clean and disinfect dining area and dining tables 	<ul style="list-style-type: none"> ✓ Clean and disinfect high touch area ✓ Dust skirting boards ✓ Vacuuming, mopping and disinfect hard floor
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Rubbish

<ul style="list-style-type: none"> ✓ Empty all recycle and rubbish bins ✓ Disinfect all bins and wash it when required 	<ul style="list-style-type: none"> ✓ Change bin liner ✓ Throw rubbish in appropriate bins
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Note: * Extra charges apply for special services, which are not included in hourly cleaning

<ul style="list-style-type: none"> ✓ Carpet Steam or dry cleaning if required* ✓ Fridge, Oven or other appliances cleaning 	<ul style="list-style-type: none"> ✓ Tile and grout cleaning ✓ Strip and polish floor
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For more information please contact on [0425399879](tel:0425399879) or
 Please go to www.polarcleaning.com.au or fill up our online booking form
<http://www.polarcleaning.com.au/booking>