



1st Choice Commercial Cleaning
 15 RAMSAY COURT
 CRAIGSHILL
 LIVINGSTON
 EH54 5NH
 Phone: 075 075 87651
 Phone: 01506 439949
 Email:

OUTSIDE AREA	Mon	Tue	Wed	Thu	Fri	Sat	Sun	AS REQUIRED
CLEAN AREA AROUND DESIGNATED SMOKING AREA					✓			
EMPTY BINS AT DESIGNATED SMOKING AREA					✓			
MAIN OFFICE AND ENTRANCE	Mon	Tue	Wed	Thu	Fri	Sat	Sun	AS REQUIRED
CLEAN GLASS AT ENTRANCE DOOR	✓	✓	✓	✓	✓			
EMPTY ALL WASTEBASKETS	✓	✓	✓	✓	✓			
VACUUM CARPETED AREAS	✓	✓	✓	✓	✓			
SPOT CLEAN VERTICAL & HORIZONTAL SURFACES								x
CLEAN DESKTOPS (If Clear of paperwork)	✓							x
WIPE CLEAN LEDGES, SILLS, SKIRTING, FIRE EQUIPMENT, FURNITURE, FIXTURE AND FITTINGS		✓						x
REMOVE MARKS FROM ALL WALL SURFACES TO HAND HEIGHT								x
KEYBOARD AND PERIPHERAL CLEANING AS REQUESTED				✓				x
COMMON AREAS	Mon	Tue	Wed	Thu	Fri	Sat	Sun	AS REQUIRED
MOP HARD FLOOR AREAS	✓	✓	✓	✓	✓			
VACUUM ALL CARPETS	✓	✓	✓	✓	✓			
SPOT CLEAN VERTICAL & HORIZONTAL SURFACES								x
TOILETS	Mon	Tue	Wed	Thu	Fri	Sat	Sun	AS REQUIRED
EMPTY ALL WASTEBASKETS	✓	✓	✓	✓	✓			
SWEEP and DAMP MOP FLOOR AREAS	✓	✓	✓	✓	✓			
CLEAN & DISINFECT INTERNAL/EXTERNAL SURFACES TO TOILETS	✓	✓	✓	✓	✓			
RE-STOCK TOILETS	✓	✓	✓	✓	✓			
REMOVE MARKS FROM ALL WALLS AND GLASS	✓	✓	✓	✓	✓			
DAMP WIPE ALL DOOR SURFACES INCLUDING DOOR FRAMES as REQUIRED								x
SPOT CLEAN VERTICAL & HORIZONTAL SURFACES								x
CANTEEN	Mon	Tue	Wed	Thu	Fri	Sat	Sun	AS REQUIRED
EMPTY ALL WASTE BASKETS, and REPLACE BIN-LINERS	✓	✓	✓	✓	✓			
VACUUM ALL FLOOR AREA	✓	✓	✓	✓	✓			
CLEAN FRIDGE	✓		✓		✓			x
CLEAN MICROWAVE	✓		✓		✓			x
CLEAN SINK AND WORKTOPS	✓	✓	✓	✓	✓			
SPOT CLEAN VERTICAL & HORIZONTAL SURFACES								x
SMALLER OFFICES AND BOARD ROOM	Mon	Tue	Wed	Thu	Fri	Sat	Sun	AS REQUIRED
CHECK DAILY TO ASSESS USAGE	✓	✓	✓	✓	✓			
EMPTY ALL WASTE BASKETS	✓	✓	✓	✓	✓			
VACUUM CARPETED AREAS	✓	✓	✓	✓	✓			
SPOT CLEAN VERTICAL & HORIZONTAL SURFACES								x
CLEAN DESKTOPS (If Clear of paperwork)								x
WIPE CLEAN LEDGES, SILLS, SKIRTING, FIRE EQUIPMENT, FURNITURE, FIXTURE AND FITTINGS								x
FLICK DUST ALL HIGH LEVEL								x

EXTRA WORK CARRIED OUT FREE OF CHARGE

* LADIES SANITARY BINS SUPPLIED & EMPTIED MONTHLY OR MORE FEQUENTLY IF REQUIRED

* SPOT CLEAN CARPET AS REQUESTED

✓ ITEMS ARE CLEANED DAILY AS REQUIRED

x ITEMS WILL BE CLEANED AS REQUIRED OVER THE WEEKLY PERIOD

SHOULD YOUR CLEANING NEEDS CHANGE TALK TO US AND LET US KNOW, THAT WAY WE CAN ACTION YOUR REQUESTS