

Sample Cleaning Service Schedule

The Owners' Corporation of XXX Building

Refuse Collection

Daily at 20:00 - 21:00

Normal Cleaning Service (e.g. sweep, wipe and mop as appropriate)

Venue	Frequency	Timing	No. of staff
G/F lift lobby	Twice a day	07:00-07:30 16:00-16:30	*
Staircase	Daily	*	*
Lift car (including door, floor, press buttons, etc)	Twice a day	10:00-10:30 16:30-17:00	*
Lift lobby on each floor and common area in the building	Daily	*	*
Doors, glass and signage	Daily	*	*
Office (including furniture and equipment)	Daily	*	*
Store rooms, service rooms and plant rooms	Weekly	*	*
Rooftop	Weekly	*	*
Lighting equipment	Bi-weekly	*	*
Fire service equipment	Bi-weekly	*	*
Others:			

Special Cleaning Service

Items	Frequency / Response time	Timing	No. of staff
Areas affected by renovation works	Twice a day	1) 12:00-13:00 2) Immediately after cessation of works	*
G/F lift lobby on rainy days	Hourly	N / A	*
Ad hoc cleaning request	30 minutes upon notification	N / A	*
Others:			

* To be agreed with the cleaning contractor