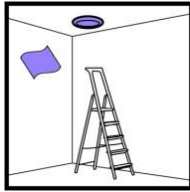
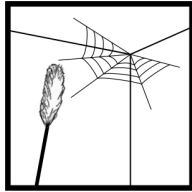
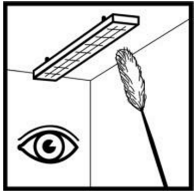




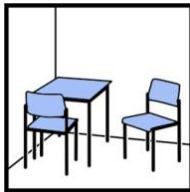
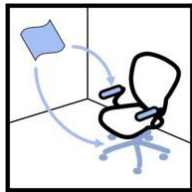
## Office - Maintenance Cleaning Summary



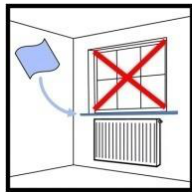
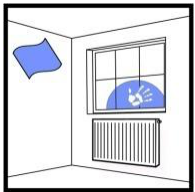
- VISUAL INSPECTION
- WARNING SIGNS
- EMPTY BINS & COLLECT LITTER



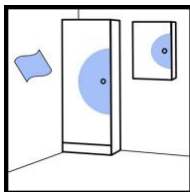
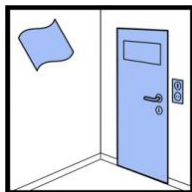
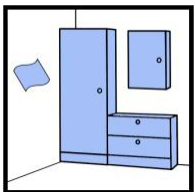
- HIGH LEVEL DUSTING OF LIGHT FITTINGS AND REMOVE COBWEBS
- CLEAN AIR CONDITIONER VENTS



- DAMP WIPE DESKS
- POLISH WOODEN SURFACES
- DAMP WIPE CHAIRS



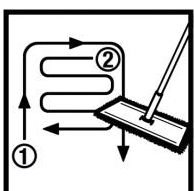
- CLEAN INTERNAL WINDOW SURFACES
- DAMP WIPE SILLS



- CLEAN ALL ABOVE THE GROUND SURFACES
- CLEAN ALL FINGERPRINTS
- DAMP WIPE ALL DOORS



- VACUUM ALL CARPETS
- SPOT CLEAN WITH A SPRAY BOTTLE, SCRUBBING BRUSH AND MICRO FIBER CLOTH



- DUST BIND ALL FLOOR SURFACES
- DAMP MOP / SPOT MOP ALL HARD FLOORS
- CLEAN FLOORS WITH RESPECTIVE MACHINE