

TEL. 08 9388 1888
admin@carestrata.com.au

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**CARE STRATA
MANAGEMENT PTY. LTD.**
Commercial And Residential Estates

“we’ll take CARE of you”

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Emergency Stairwells and Stairs:															
Remove rubbish and litter	1 x Weekly	x							x						
Sweep / vacuum stairs and landings	Six Monthly														
Remove cobwebs	Six Monthly														
Dust/vacuum fire services pipework and handrails	As Required														
<u>3.2 COMMERCIAL AREAS</u>															
Commercial Office Areas:															
Clean entry glass	Fortnightly									x					
Clean, polish and maintain internal timber stairway	1 x Weekly		x							x					
Clean and polish doors and internal area of lift cars	2 x Weekly		x			x				x			x		
Vacuum and wet-mop tiled floor areas	2 x Weekly		x			x				x			x		
Dust furniture in foyer & boardroom	1 x Weekly		x							x					
Maintain and clean boardroom	1 x Weekly		x							x					
Removal of dust, cobwebs, insects from air vents, skirtings, window sills, lights	1 x Weekly					x							x		
Spot clean walls and doors throughout the commercial floors	1 x Weekly					x							x		
Spot clean glass doors to individual office suites	1 x Weekly					x							x		
Commercial Toilet Areas:															
Vacuum and wet-mop tiled floor areas	4 x Weekly	x	x		x	x				x			x		
Hygienic clean toilet pans, seats, cisterns and urinals	4 x Weekly	x		x	x	x			x		x		x		
Empty rubbish bins and replace bin liners	3 x Weekly	x		x		x			x		x		x		
Replace consumables	2 x Weekly		x			x				x			x		
Polish vanity mirrors, taps, heater buttons and fittings	2 x Weekly		x			x				x			x		
Remove dust, cobwebs, insects from air vents, sills and tops of cubicles	1 x Weekly		x							x					
Spot clean walls and doors throughout the toilet areas	1 x Weekly		x							x					

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Test biocide, total alkalinity and pH levels, and record results in log book	5 x Weekly	x	x	x	x	x			x	x	x	x	x		
Provide a copy of pool book results to Strata Manager	Fortnightly								x						
Check and maintain pool chemical levels and adjust as required	5 x Weekly	x	x	x	x	x			x	x	x	x	x		
Maintain and adjust water level in pool	3 x Weekly	x		x		x			x		x		x		
Skim the top and bottom of pool water with pool scoop	3 x Weekly	x		x		x			x		x		x		
Check operation of automatic pool cleaner	5 x Weekly	x	x	x	x	x			x	x	x	x	x		
Check pump / filter equipment gauges with visual inspection	3 x Weekly	x		x		x			x		x		x		
Maintain safe storage of chemicals	As Required														
Clean and tidy the pool equipment room	1 x Weekly	x							x						
Check pool skimmer baskets and empty if required	1 x Weekly	x							x						
Backwash and rinse sand filters	1 x Weekly	x							x						
Vacuum all sand and dirt from bottom of pool	1 x Weekly	x							x						
Clean tiles and pool liner above water level	Fortnightly										x				
Order and pickup pool chemicals	As Required														
Pool Deck Surrounds:															
Remove rubbish and litter	3 x Weekly	x		x		x			x		x		x		
Check for glass in pool area	3 x Weekly	x		x		x			x		x		x		
Empty and reline pool area bins	1 x Weekly			x							x				
High-pressure clean paving tiles	1 x Weekly			x							x				
Clean and maintain outdoor furniture	1 x Weekly			x							x				
BBQ:															
Scrub and clean BBQ plates, sink, taps and surrounds	As required	x								x					
Clean BBQ, surrounding bench and wall areas	1 x Weekly	x								x					
Empty grease traps	As Required	x								x					

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