

## CARE STRATA

## MANAGEMENT PTY. LTD.

## Commercial And Residential Estates

“we'll take **CARE** of you”

TEL. 08 9388 1888

admin@carestrata.com.au

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<b>Emergency Stairwells and Stairs:</b>											
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									
<b><u>3.2 COMMERCIAL AREAS</u></b>											
<b>Commercial Office Areas:</b>											
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	
<b>Commercial Toilet Areas:</b>											
Vacuum and wet-mop tiled floor areas		4 x Weekly	x	x	x	x		x		x	
Hygenic 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														
<b>Pool Deck Surrounds:</b>															
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				
<b>BBQ:</b>															
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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