



Company Registration No: 201806506H
NEA Cleaning Business License: NEA181012/6506H/N01
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Childcare center detail cleaning work report

**All staff must wash hands and feet before commencing work

Bathroom(daily):



Scrub whole bathroom

Clean all bins



Use [Z water](#) to clean and disinfect whole bathroom area



Clean the floor trap

Clean floor mat and floor tile

Clean all stools

Wash all waste bins (weekly or when needed)

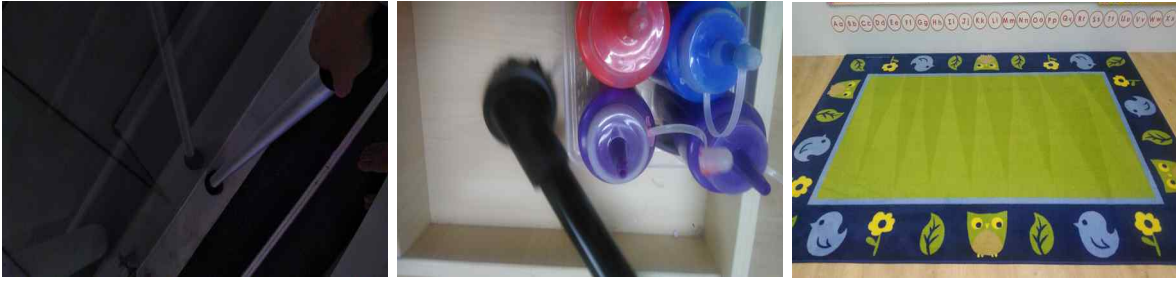
Classrooms and common areas(daily):



Use Z water to clean and disinfect all tables and chairs and high touch points

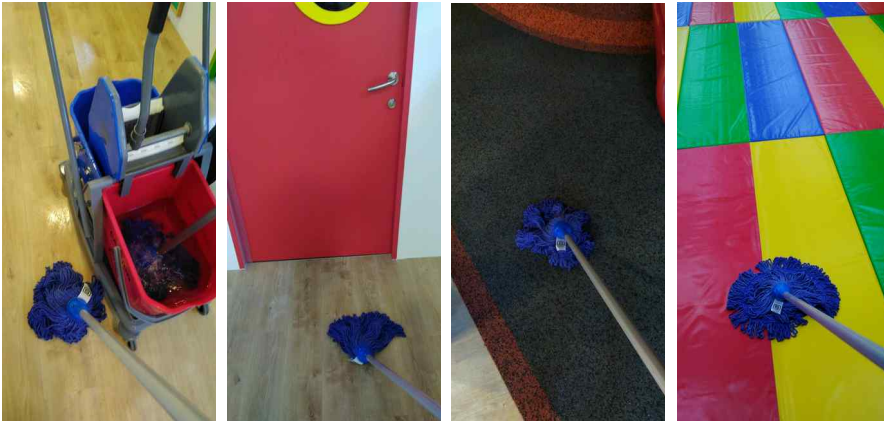
HEPA vacuuming(daily)





HEPA vacuum all areas, including hard to reach areas

Mopping(daily)



Mop all floor with 318 floor disinfectant

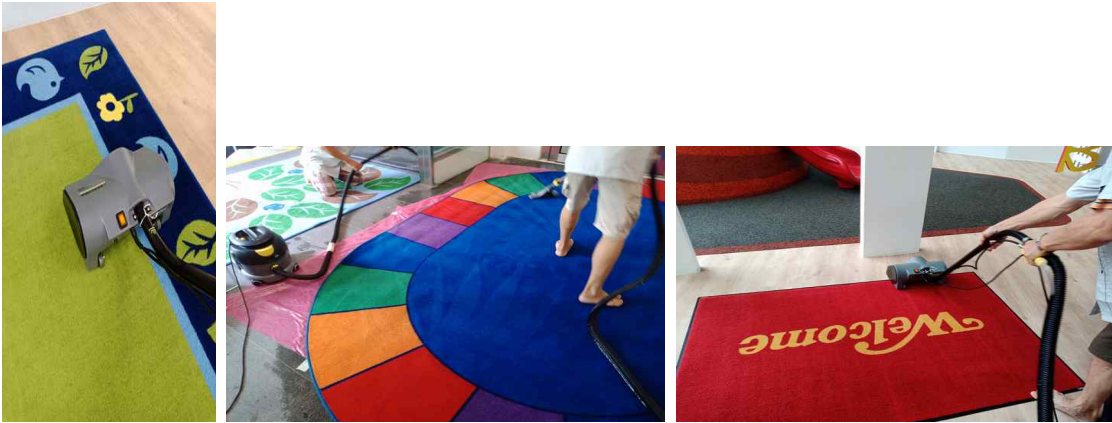


Replace all rubbish bags and dispose rubbish(daily)

Remove stubborn stains:

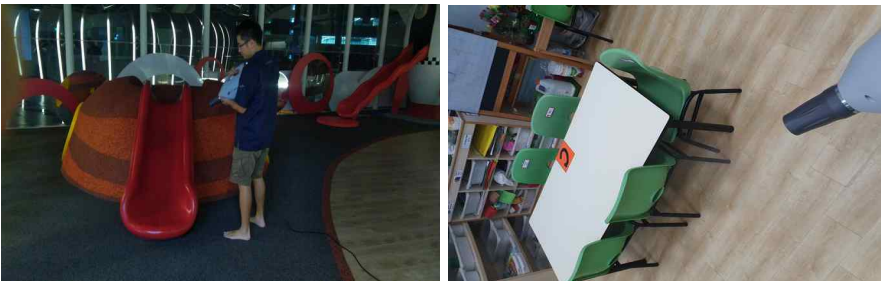


Carpet deep cleaning(quarterly or when needed):



Wet extraction with Z water and [601](#) carpet extraction detergent

Fogging(monthly or when needed):



Applying disinfectant as mists to reduce the numbers of airborne micro-organisms(effective against influenza virus, rotavirus, smallpox, Hand and Mouth viruses and etc) and also to surfaces that may be difficult to reach

Vacuumping for aircon grilles(monthly or when needed)



Mirrors and glass panels cleaning(weekly or when needed)



Cleaning agents information

318: [HERE](#)

410: [HERE](#)

601: [HERE](#)

704: [HERE](#)

Thank you!

~End~