



# Interpro - Client Office Cleaning Inspection

21 Apr 2021 / Jill Jusuf

Complete

Score	97.22%	Failed items	0	Actions	4
Site	AFG, 100 Havelock St West Perth, Level 4				
Conducted on	21st Apr, 2021 11:55 AM AWST				
Prepared by	Jill Jusuf				
Location	(-31.947512642245204, 115.84562343903687)				
Accompanied with	Vicki 7 Jill				

# Actions

4 actions

## Inspection / B. OFFICES / ROOMS

### Carpets

Meeting Standard

David Baileys office under door needs extra vacuum as it has been shortened

To do | Assignee Santosh Koirala | Priority High | Due 28th Apr, 2021 12:48 PM AWST | Created by Leo Jusuf

David Baileys office under door needs extra vacuum as it has been shortened this should have been done the day it was shaved off.

## Inspection / B. OFFICES / ROOMS

### Walls, doors, glass, windowsills, ledges etc

Attention Required

Dust all along side wall seating areas



Photo 1



Photo 2

To do | Assignee Santosh Koirala | Priority High | Due 28th Apr, 2021 12:44 PM AWST | Created by Leo Jusuf

Wipe clean dust on seating area

## Inspection / B. OFFICES / ROOMS

### Furniture, desks, cabinets

Satisfactory

Next to printers all boxes have been removed will need extra attention in vacuuming . Please check that all printers are being wiped over as scheduled

To do | Assignee Santosh Koirala | Due 28th Apr, 2021 12:44 PM AWST | Created by Leo Jusuf

Vacuum around printing machines where boxes have ben removed

## Inspection / C. STAFF ROOM / KITCHEN / PANTRY

### Appliances, table tops

Meeting Standard

Glasses and cups shelving to be done weekly

To do | Assignee Santosh Koirala | Priority High | Due 28th Apr, 2021 12:46 PM AWST | Created by Leo Jusuf

Clean middle schilling in secret kitchen where cups and glasses are on a weekly basis

# Inspection

4 actions, 97.22%

## A. TOILETS

100%

Floors, walls, partitions

N/A

Basins, counters, fittings, mirrors

N/A

Toilet Bowls, seats, lids, urinals

N/A

Showers

N/A

Rubbish Removal, refill dispensers

N/A

Door and ceiling grilles

N/A

## B. OFFICES / ROOMS

3 actions, 85%

Empty bins, replace liners

Meeting Standard

Additional bins in place.

Carpets

Meeting Standard

David Baileys office under door needs extra vacuum as it has been shortened

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David Baileys office under door needs extra vacuum as it has been shortened this should have been done the day it was shaved off.

Walls, doors, glass, windowsills, ledges etc

Attention Required

Dust all along side wall seating areas



Photo 1



Photo 2

To do | Assignee Santosh Koirala | Priority High | Due 28th Apr, 2021 12:44 PM AWST | Created by Leo Jusuf

Wipe clean dust on seating area

Air conditioning diffusers, vents

Meeting Standard

Furniture, desks, cabinets

Satisfactory

Next to printers all boxes have been removed will need extra attention in vacuuming . Please check that all printers are being wiped over as scheduled

To do | Assignee Santosh Koirala | Due 28th Apr, 2021 12:44 PM AWST | Created by Leo Jusuf

Vacuum around printing machines where boxes have ben removed

## C. STAFF ROOM / KITCHEN / PANTRY

1 action, 100%

Empty bins, rubbish removal

Meeting Standard

Carpets

N/A

Hard flooring

Meeting Standard

Walls, doors, glass

Meeting Standard

Appliances, table tops

Meeting Standard

Glasses and cups shelving to be done weekly

To do | Assignee Santosh Koirala | Priority High | Due 28th Apr, 2021 12:46 PM AWST | Created by Leo Jusuf

Clean middle schilling in secret kitchen where cups and glasses are on a weekly basis

Sinks, benchtops, tiles

Meeting Standard

## D. LOBBIES, PUBLIC AREAS

100%

Carpets

Meeting Standard

Hard floors

Meeting Standard

Rubbish removal, debris, litter

Meeting Standard

Internal stairs

Meeting Standard

Sills, ledges etc

Meeting Standard

Air conditioner diffusers, vents, grilles

Meeting Standard

Walls, doors, glass, windows

Meeting Standard

## E. EXTERNAL

100%

Walkways, paved areas

N/A

Rubbish removal, debris, litter

N/A

Walls, under roof, eaves

N/A

## SIGNATURES

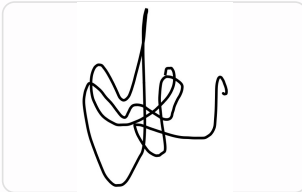
**Client Signature**



**Vicki Sparks**

21st Apr, 2021 12:03 PM AWST

**Interpro Signature**



**Jill Jusuf**

21st Apr, 2021 12:04 PM AWST

**Notes**

# Appendix

Appendix



Photo 1



Photo 2