

BICSc Cleaning Standards Specifications Table

	ACCEPTABLE ON COMPLETION OF TASK	ACCEPTABLE BETWEEN CLEANING TASKS	UNACCEPTABLE
GENERAL			
Removal of loose debris	Free from litter, debris, dust and loose foreign matter.	Debris arising from usage between cleans.	Build up of litter, debris, dust and loose foreign matter.
Removal of impacted debris	Free from impacted debris e.g. chewing gum, labels etc.	Debris arising from usage between cleans.	Build up of impacted debris.
HARD FLOORS			
1. (a) Spot mop	Dry and free from spillages, removable stains, superficial marks and loose debris.	Debris and spillages arising from usage between cleans.	Build up of spillages, removable stains, superficial marks and loose debris.
(b) Full mop	Has uniform appearance and is dry and free from spillages, removable stains, superficial marks and loose debris.	Debris and spillages arising from usage between cleans.	Build up of spillages, removable stains, superficial marks and loose debris. Having a non-uniform finish.
2. Scrub	Dry and free from spillages, removable stains, ingrained dirt, scuffmarks and impacted debris. Of uniform appearance.	Debris and scuff marks arising from usage between cleans.	Build up of removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of non-uniform appearance.
3. Burnish/ Polish	Dry and free from removable stains, spillages, scuff marks and debris. Has even sheen.	Debris and scuff marks arising from usage between cleans.	Non-uniform appearance, build up of removable stains, spillages, loose debris and scuff marks.
SOFT FLOORS			
1. (a) Spot clean	Free from visible loose debris, dust, fluff and lint, removable stains and matter.	Debris arising from usage between cleans.	Build up of removable debris dust, fluff, lint, stains and matter. Accumulation of the above around soft floor edges and bases of furniture.
(b) Full suction clean	Free from visible loose debris, dust, fluff and lint. Overall even appearance.	Debris arising from usage between cleans.	Build up of removable debris, dust, fluff and lint. Accumulation of the above around soft floor edges and bases of furniture.
2. Deep clean	Free from impacted debris, dust, fluff and lint. Overall bright appearance. Free from removable stains. Odour free.	Debris arising from usage between cleans.	Build up of impacted and loose debris. Removable stains. Unacceptable odour.
VERTICAL SURFACES AND HIGH LEVEL			
1. Dust	Free from visible loose debris, dust and cobwebs.	Debris arising from usage between cleans	Build up of loose debris and dust on vertical surfaces and at points of contact with horizontal surfaces.
2. (a) Damp wipe/ spot wash	Free from impacted debris, dust, cobwebs and removable stains/ graffiti.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces. Removable stains.
(b) Damp wipe/full wash	Free from impacted debris, dust, cobwebs and removable stains/ graffiti. Uniform appearance.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
FURNITURE, FIXTURES AND FITTINGS			
1. Dust	Free from visible loose debris, dust and cobwebs.	Debris arising from usage between cleans.	Build up of loose debris and dust on horizontal surfaces and at points of contact with vertical surfaces.
2. Damp wipe/ wash	Free from impacted debris, dust, cobwebs and removable stains. Uniform appearance. Dry.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
3. Polish	Dry and free from removable stains, spillages and debris. Has bright even sheen.	Debris and marks arising from usage between cleans.	Non-uniform appearance, build up of removable stains, spillages, loose debris, marks and excess polish.
SANITARY FITTINGS			
1. Damp wipe/ wash	Free from impacted debris, dust, removable stains, body fats and fluids. Uniform appearance. Dry. Odour free.	Debris, dust and stains arising from usage between cleans. Residual odour.	Build up of impacted debris, dust and fats on all surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
2. Deep clean	Free from impacted debris, dust, removable stains, body fats and fluids, scale and verdigris. Uniform appearance. Dry. Odour free.	Debris, dust and stains arising from usage between cleans. Residual odour.	Build up of impacted debris, dust, fats, scale and verdigris on all surfaces and at points of contact with other surfaces. Removable stains, smears.



The British Institute of Cleaning Science Cleaning Standards General and Hard Floors

	ACCEPTABLE ON COMPLETION OF TASK	ACCEPTABLE BETWEEN CLEANING TASKS	UNACCEPTABLE
<u>GENERAL</u>			
Removal of loose debris	Free from litter, debris, dust and loose foreign matter.	Debris arising from usage between cleans.	Build up of litter, debris, dust and loose foreign matter.
Removal of impacted debris	Free from impacted debris e.g. chewing gum, labels etc.	Debris arising from usage between cleans.	Build up of impacted debris.
<u>HARD FLOORS</u>			
1. (a) Spot mop	Dry and free from spillages, removable stains, superficial marks and loose debris.	Debris and spillages arising from usage between cleans.	Build up of spillages, removable stains, superficial marks and loose debris.
(b) Full mop	Has uniform appearance and is dry and free from spillages, removable stains, superficial marks and loose debris	Debris and spillages arising from usage between cleans.	Build up of spillages, removable stains and superficial marks and loose debris. Having a non-uniform finish.
2. Scrub	Dry and free from removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of uniform appearance.	Debris and spillages arising from usage between cleans.	Build up of removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of non-uniform appearance.
3 Burnish/Polish	Dry and free from removable stains, spillages, scuff marks and debris. Has even sheen.	Debris and spillages arising from usage between cleans.	Non-uniform appearance, build up of removable stains, spillages, loose debris and scuff marks.

The British Institute of Cleaning Science Cleaning Standards

Soft Floors, Vertical Surfaces and High Level

	ACCEPTABLE ON COMPLETION OF TASK	ACCEPTABLE BETWEEN CLEANING TASKS	UNACCEPTABLE
<u>SOFT FLOORS</u>			
1 (a) Spot Clean	Free from visible loose debris, dust, fluff and lint, removable stains and matter.	Debris arising from usage between cleans.	Build up of removable debris dust, fluff, lint, stains and matter. Accumulation of the above around soft floor edges and bases of furniture.
(b) Full suction clean	Free from visible loose debris, dust, fluff and lint. Overall even appearance.	Debris arising from usage between cleans.	Build up of removable debris, dust, fluff and lint. Accumulation of the above around soft floor edges and bases of furniture.
2. Deep Clean	Free from impacted debris, dust, fluff and lint. Overall bright appearance. Free from removable stains. Odour free.	Debris arising from usage between cleans.	Build up of impacted and loose debris. Removable stains. Unacceptable odour.
<u>VERTICAL SURFACES AND HIGH LEVEL</u>			
1. Dust	Free from visible loose debris, dust and cobwebs.	Debris arising from usage between cleans.	Build up of loose debris and dust on vertical surfaces and at points of contact with horizontal surfaces.
2. (a) Damp wipe / Spot wash	Free from impacted debris, dust, cobwebs and removable stains / graffiti.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces. Removable stains.
(b) Damp wipe / Full wash	Free from impacted debris, dust, cobwebs and removable stains / graffiti. Uniform appearance.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.



The British Institute of Cleaning Science Cleaning Standards Furniture Fixtures and Fittings, Sanitary Fittings

	ACCEPTABLE ON COMPLETION OF TASK	ACCEPTABLE BETWEEN CLEANING TASKS	UNACCEPTABLE
<u>FURNITURE, FIXTURES AND FITTINGS</u>			
1. Dust	Free from visible loose debris, dust and cobwebs.	Debris arising from usage between cleans.	Build up of loose debris and dust on horizontal surfaces and at points of contact with vertical surfaces.
2. Damp wipe/Wash	Free from impacted debris, dust, cobwebs and removable stains. Uniform appearance. Dry.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
3. Polish	Dry and free from removable stains, spillages and debris. Has bright even sheen.	Debris and marks arising from usage between cleans.	Non-uniform appearance, build up of removable stains, spillages, loose debris, marks and excess polish.
<u>SANITARY FITTINGS</u>			
1. Damp wire / wash	Free from impacted debris, dust, removable stains, body fats and fluids. Uniform appearance. Dry.	Debris, dust and stains arising from usage between cleans. Residual odour.	Build up of impacted debris, dust and fats on all surfaces and at points of contact with horizontal surfaces.
2. Deep Clean	Free from impacted debris, dust, removable stains, body fats and fluids, scale and verdigris. Uniform appearance. Dry. Odour free.	Debris, dust and stains arising from usage between cleans. Residual odour.	Build up of impacted debris, dust, fats, scale and verdigris on all surfaces and at points of contact with other surfaces. Removable stains, smears.

STANDARD SPECIFICATION

TYPE	OFFICES
CONTENTS	Offices, Washrooms, Corridors, Stairs, Entrances, Lifts, Kitchen, Vending Areas, Store Rooms, Dining Areas, Rest Rooms, Reception, Prestige Areas.
CRITERIA	Average use working area. Medium density layout. 5 days per week usage. Core working hours. Internal cleaning only.

Specification to ensure basic Health & Safety standard

Offices	
Task	Frequency Per Week
Removal of Waste	
Remove waste	5
Damp wipe/wash waste receptacles	1
Soft Floors	
Spot suction clean	4
Full suction clean	1
Hard Floors	
Dust mop/spot mop	4
Full mop	1
Vertical Surfaces	
Spot clean	5
Furniture/Fixtures/Fittings/Work Surfaces	
Dust/Damp wipe	4
Damp wipe/polish	1
Other Furniture/Fittings	
Spot clean	4
Dust/damp wipe	1

Washrooms/Shower Rooms/Medical Room	
Task	Frequency Per Week
Removal of Waste	
Remove waste	5
Wash waste receptacles	1
Hard Floors	
Sweep/full mop	5
Vertical and High Level Surfaces	
Partition/cubicle walls damp wipe/wash	1
All surfaces spot clean	5
All surfaces dust/damp wipe	1
Sanitary Surfaces/Hand Contact Areas	
Damp wipe/wash	5
Mirrors/Dispensers	
Damp wipe/wash	5
Furniture/Fixtures/Fittings	
Dust/damp wipe	1
Consumables	
Replenish toilet rolls, soap etc	5
Check Clean	
Tasks as required, to return area to standard	10