

Office Cleaning Training

This training is a once off class of 3,5 to 4 hours.

Our main aim is to teach and equip your cleaning staff to improve their working standards and fully comprehend that they are responsible for the cleaning and care of your office space, as well as being a representative of the company when visitors arrive. First impressions matter.

We would send a trainer directly to your office to conduct the training on your premises. Upon arrival at your offices, an assessment of the work area and work load is done, to confirm you have enough staff to perform all the required duties, as well as seeing what areas we need to focus on with the training.

Due to the recent outbreak of **COVID-19 (corona-virus)**, we would demonstrate and emphasise the importance of good personal hygiene, regular hand washing and the use of hand sanitiser to help keep this virus under control.

Training outline:

For the Office cleaning:

Privacy Policy	Organising Yourself	Working quietly
Cleaning of work stations	Establishing a routine	Windows and Blinds
Dusting, light fittings, power points	Corners and Rails	Wood care, ornaments
Emptying Bins	Item placement	Walls, curtains, skirting
Electronics, cords	Kitchen and Dishes	Couches, tables & pillow care
Plant care	Tea/Coffee Supply & Service	Prioritising tasks
Vacuuming & Carpet Care	And anything else we note needed	

For the Janitorial cleaning:

Sinks	Walls, skirting	Plug holes
Mirrors and Glass	Toilets & placement of toilet paper	Folding towels / filling hand paper
Hard to reach places	Windows, blinds and grouting	Doors and Handles

Cost for the training is as follows:

1 trainee	R2,890
2 trainees	R3,790
3 trainees	R4,590
4 trainees	R5,190
5 trainees	R5,890

This includes:

- One on one training in your offices
- A customized schedule for the daily and weekly tasks
- A checklist of training completed in the class
- A signed off attendance register
- A hand booklet with information on the training practices
- A certificate of completion emailed through to you

Ace of Maids is a B-BBEE level 4 contributor – claimable under B-BBEE Skills Development.

Classes available in English, Zulu, Sotho, Xhosa or Tswana