

#4

ON-SITE OFFICE CLEANING

BASIC COURSE STRUCTURE

- Personal hygiene
- Privacy policy
- Organising yourself
- Working quietly
- Prioritising tasks
- Cleaning of workstations
- Establishing a routine
- Windows and blinds
- Dusting, light fittings, power points
- Corners and rails
- Wood care and ornaments
- Emptying bins
- Item placement
- Electronics and cords
- Kitchen and dishes
- Walls, curtains and skirting
- Couches, tables and pillow care
- Plant care
- Tea/coffee supply and service
- Vacuuming and carpet care
- And anything else we note on-site

JANITORIAL CLEANING

- Sinks
- Walls, skirting and plug holes
- Mirrors and glass
- Toilets and placement of toilet paper
- Folding towels / filling hand paper
- Hard to reach places
- Windows, blinds and grouting
- Doors and handles

A single 4-hour class designed 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 workload 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.

ACE OF MAIDS IS A B-BBEE LEVEL 4 CONTRIBUTOR – CLAIMABLE UNDER B-BBEE SKILLS DEVELOPMENT.

R3340

1X 4-HOUR CLASS

R4690 (2 people / **R2345 pp**)
R5835 (3 people / **R1945 pp**)
R6980 (4 people / **R1745 pp**)
R7740 (5 people / **R1548 pp**)

Travel fees may apply, see website for more details.

PACKAGE INCLUDES

- Personalised one-on-one training at your office
- A handbook with information on training practices
- Customised schedule for daily and weekly tasks
- Checklist of training completed in the class
- A signed off attendance register
- A certificate of completion emailed after the training

Ask us about our additional classes.

Training offered in English, Zulu, Sotho, Xhosa or Tswana.



www.aceofmaids.co.za



david@aceofmaids.co.za



+27 61 985 7230



5 star rating on Google