

清掃業務基準表

| 区分 | 区分 | 部位別 | 地階 | | | | | | | | | | | | | | | | | | | | |
|--------|--------------|---------------------|--------|--------|--------|----------|--------|--------|--------|--------|---|---|---|--|--|--|--|--|--|--|--|--|--|
| | | 室名 | 委託管理室 | 倉庫1 | 倉庫2 | 荷捌き室・駐車場 | 機械室 | 空調機械室 | ポンプ室 | ELVホール | | | | | | | | | | | | | |
| | | 面積(m ²) | 12.8 | 50 | 15.5 | 579 | 180 | 35 | 10.6 | 7.7 | | | | | | | | | | | | | |
| 仕上げ(床) | | Pタイル | 塗装(防塵) | 塗装(防塵) | コンクリート | コンクリート | コンクリート | コンクリート | コンクリート | | | | | | | | | | | | | | |
| 作業 | | | | | | | | | | | | | | | | | | | | | | | |
| 日常作業 | 床面 | 掃き・集塵 | 1/日 | 随 | → | → | → | → | → | → | | | | | | | | | | | | | |
| | | 真空掃除機 | | | | | | | | | | | | | | | | | | | | | |
| | | 水拭き | | | | | | | | | | | | | | | | | | | | | |
| | | 見回り・拾い掃き | | | | | | 随 | → | → | → | → | | | | | | | | | | | |
| | 家具調度 | ホコリ払い | 随 | | | | | | | | | | | | | | | | | | | | |
| | | 家具拭き | 随 | | | | | | | | | | | | | | | | | | | | |
| | 内装 | 扉・窓・台拭き掃除 | 随 | | | | | | 随 | → | → | → | → | | | | | | | | | | |
| | | 金物磨き | | | | | | | | | | | | | | | | | | | | | |
| | 雑作業 | 間仕切・窓ガラス磨き | | | | | | | | | | | | | | | | | | | | | |
| | | 壁・巾木汚れ取り | | | | | | | | | | | | | | | | | | | | | |
| | | 壁・天井ホコリ払い | 1/2月 | | | | | | | | | | | | | | | | | | | | |
| | | 紙屑取り・捨て | | | | | | | | | | | | | | | | | | | | | |
| | | 灰皿清掃 | | | | | | | | | | | | | | | | | | | | | |
| | | 茶殻取り捨て | | | | | | | | | | | | | | | | | | | | | |
| | | 畳干し作業 | | | | | | | | | | | | | | | | | | | | | |
| | | 手摺拭き掃除 | | | | | | | | | | | | | | | | | | | | | |
| | | 造作・設備ホコリ払い | | | | | | | | | | | | | | | | | | | | | |
| | | 床マット掃除・しみ抜き | | | | | | | | | | | | | | | | | | | | | |
| | | 鉢植え手入れ | | | | | | | | | | | | | | | | | | | | | |
| | | 中庭・外周清掃 | | | | | | | | | | | | | | | | | | | | | |
| 衛生 | 陶器類の清掃 | | | | | | | | | | | | | | | | | | | | | | |
| | 汚物処理 | | | | | | | | | | | | | | | | | | | | | | |
| | 鏡みがき | | | | | | | | | | | | | | | | | | | | | | |
| | 衛生消耗品の補給 | | | | | | | | | | | | | | | | | | | | | | |
| 定期作業 | 床面雑作業 | ワックス塗布 | 1/2月 | | | | | | | | | | | | | | | | | | | | |
| | | 窓ガラス清掃 | 1/年 | | | | | | | | | | | | | | | | | | | | |
| | | ブラインド清掃 | | | | | | | | | | | | | | | | | | | | | |
| | | 屋内外照明灯器具の清掃 | 1/年 | → | → | → | → | → | → | → | → | | | | | | | | | | | | |
| | | アネモ清掃 | 1/年 | → | → | → | → | → | → | → | | | | | | | | | | | | | |
| | シャンプー・クリーニング | | | | | | | | | | | | | | | | | | | | | | |

