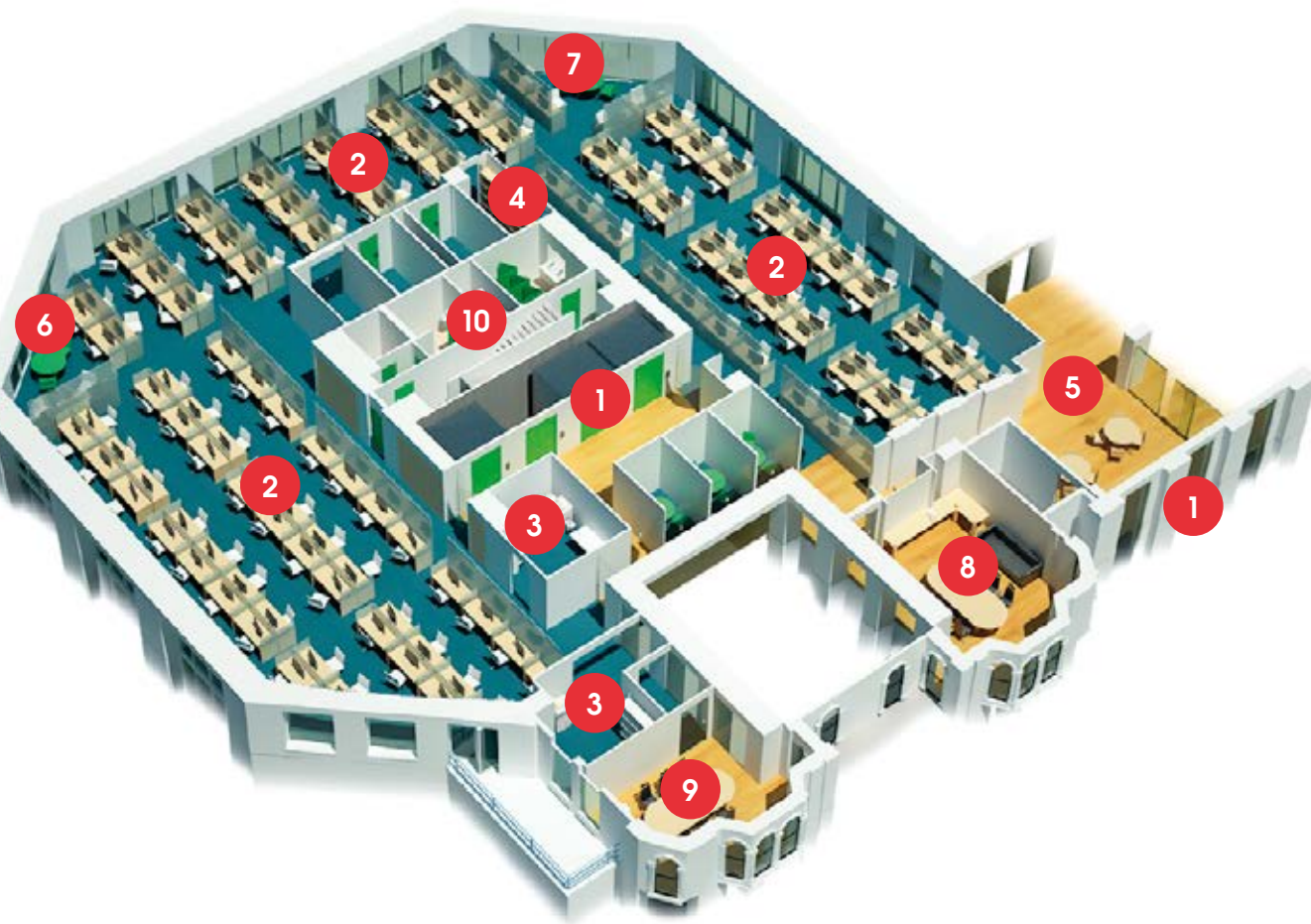


# OPEN OFFICE PLAN

## SETTING THE KPIs FOR CLEANING OUTCOMES



### 1. CORRIDORS COMMON WALKWAYS, WINDOW SILLS

#### Expected outcome

Welcoming and reflecting the culture and values of your premises. Always clean-safe. No dust or litter at any time. Hot spot.

### 2. DESKS

#### Expected outcome

Planned programme with emphasis on senior executive desks; planned schedule for bins and relining.

### 3. COPIER AREAS

#### Expected outcome

Always clean-safe. No litter at any time. Hot spot. Frequent monitoring required.

### 4. BATHROOMS

#### Expected outcome

Moment of truth touchpoint for internal brand. Must present a hygienic and clean space at all times. Staff must feel well cared for. Hot spot for bacteria. Consumables topped up at all times.

### 5. KITCHENS

#### Expected outcome

Moment of truth touchpoint for internal brand. Staff must feel well cared for. Hot spot for spills, waste, unwashed cutlery.

### 6. MEETING ROOMS

#### Expected outcome

Always clean, tidy and ready for a walk-in and start.

### 7. BREAK OUT AREAS

#### Expected outcome

Stimulating work area. Creative and warm. Cleaning to reflect adaptive work environment practices.

### 8. EXECUTIVE MG AREAS

#### Expected outcome

High level of clean and tidy. Ready for a walk-in and start.

### 9. TRAINING ROOMS

#### Expected outcome

Always clean, tidy and ready for a walk-in and start.

### 10. STAIRS/LIFTS

#### Expected outcome

Welcoming and reflecting the image of your business. Always clean-safe. No dust or litter at any time. Hot spot.

### MAIN ENTRANCE RECEPTION

#### Expected outcome

Welcoming and reflecting the culture and values of your business. First impressions touch point. Always clean-safe. No dust or litter at any time. Hot spot.