

Cleaning Completion Report

Metro Quay Corporate Centre

88 Harbour St, Barangaroo NSW 2000 · 6 May 2026



Northbridge
FACILITY SERVICES

Commercial cleaning and workplace presentation

CLIENT

**Metro Quay
Property
Management**

TECHNICIAN

Sofia Reed

ON SITE

07:18 pm – 10:02 pm

DURATION

2h 44m

SERVICE CHECKLIST

9 of 10 completed

✓ Tenant kitchenette cleaned and sanitised

COMPLETED

Food residue removed, benches disinfected, sink polished, splashback wiped, and bin liners replaced.

BEFORE



AFTER



✓ Glass and fixture detail completed

COMPLETED

Wet-area fixtures, internal glass, mirrors, and visible fingerprints cleaned and polished.

BEFORE



AFTER



✓ **Open office carpet lanes vacuumed**

COMPLETED

Loose debris removed, carpeted traffic lanes vacuumed, and meeting area reset for the next workday.

BEFORE



AFTER



✓ **Lift lobby stainless touchpoints polished**

COMPLETED

Handrails, lift panels, access touchpoints, and visible stainless surfaces cleaned and buffed.

BEFORE



AFTER



✓ **Ledges and low dusting completed**

COMPLETED

Window ledges, sill edges, and accessible horizontal surfaces dusted before final floor check.

BEFORE



AFTER



✓ **Amenities disinfected and consumables checked**

COMPLETED

Fixtures, mirrors, dispensers, partitions, and floors completed. Consumables restocked to agreed par level.

BEFORE



AFTER



✓ **Touchpoint sanitisation pass**

COMPLETED

Door handles, lift buttons, access readers, appliance handles, and shared switches wiped down.

✓ **Waste and recycling removed**

COMPLETED

All desk-side bins checked, central waste removed, and bin room transfer completed.

✓ **Departure inspection and sign-off**

COMPLETED

Supervisor completed final walk-through and locked tenancy at departure.

FOLLOW-UP ITEMS

○ **External window wash**

FOLLOW-UP

Not included in nightly scope. Logged for monthly window-cleaning rotation.

VISIT NOTES

Nightly commercial cleaning service completed across the tenant kitchenette, glass partitions, lift lobby touchpoints, carpeted meeting areas, ledges, amenities, and consumable stations. Supervisor captured a full proof set across arrival condition, in-progress service, and final handover so the property manager can audit presentation without attending site.

PHOTO EVIDENCE

18 photos

BEFORE



Kitchen sink and dish area before cleaning

07:21 pm



Stained faucet and wet-area fixtures before detail clean

07:27 pm



Loose debris on carpeted area before vacuum pass

07:32 pm



Lift lobby stainless steel marked with fingerprints

07:38 pm



Dust build-up on office window ledge before service

07:44 pm



Restroom consumables low before restock

07:49 pm

DURING



Kitchen counter sanitisation in progress

08:00 pm



Glass and mirror detail clean in progress

08:14 pm



Carpet vacuum and debris removal underway

08:27 pm



Lift lobby stainless touchpoint polish underway

08:42 pm



Window ledge dust removal in progress

08:59 pm



Restroom consumables being restocked

09:14 pm

AFTER



Kitchen area clean, bright, and reset

09:30 pm



Office kitchenette and shared area completed

09:38 pm



Carpeted meeting area vacuumed and reset

09:46 pm



Lift lobby touchpoints polished and clean

09:54 pm



Window ledge dust-free after service

10:01 pm

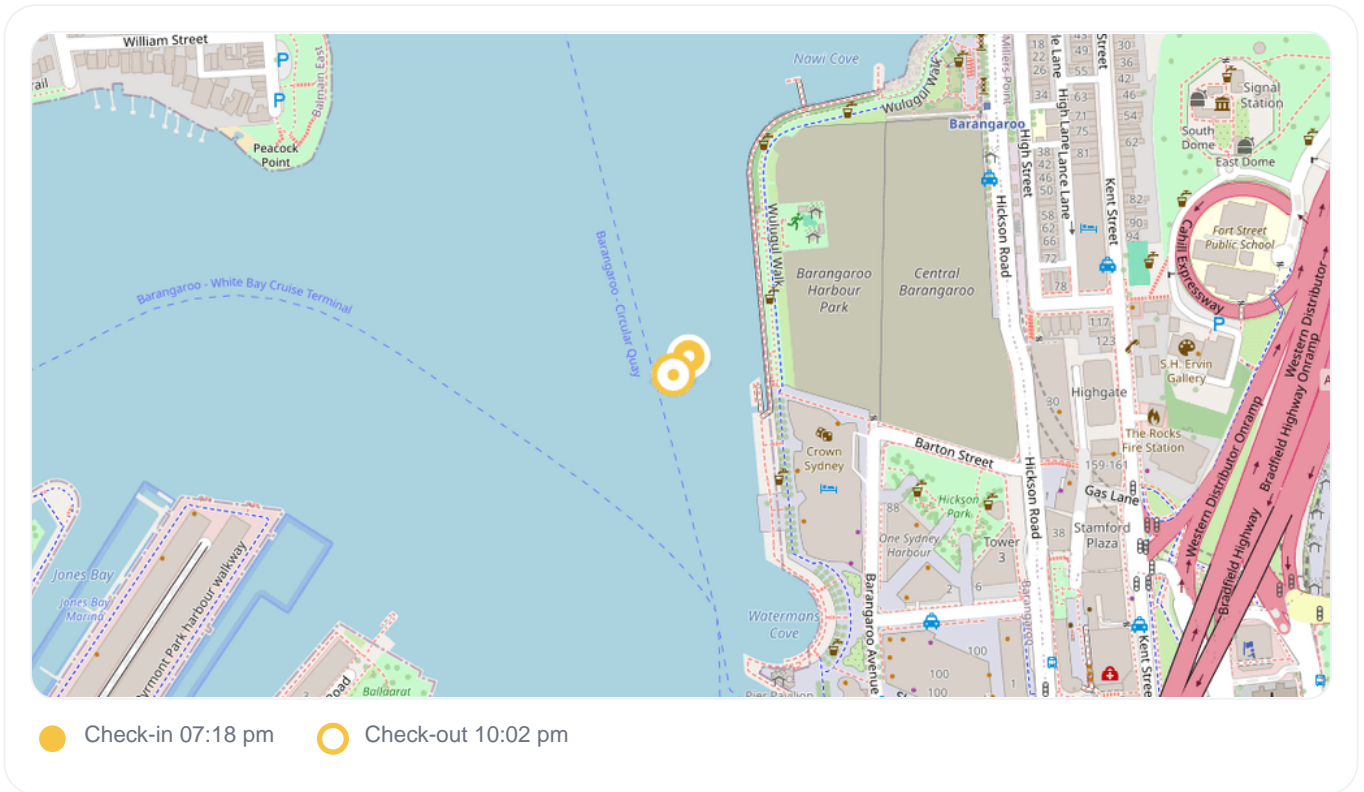


Restroom consumables restocked and counter reset

10:08 pm

SERVICE LOCATION

88 Harbour St, Barangaroo NSW 2000



ACKNOWLEDGEMENT

PERFORMED BY

Sofia Reed

Sofia Reed

Signature

COMPLETED

6 May 2026

07:18 pm – 10:02 pm · 2h 44m on site

GPS-verified visit