

Service Report

Civic House Level 8

120 King St, Sydney NSW 2000 · 5 May 2026



CLIENT

**Civic House
Facilities**

TECHNICIAN

Maya Collins

ON SITE

06:04 pm – 08:29 pm

DURATION

2h 25m

SERVICE CHECKLIST

8 of 9 completed

✓ Shared work area presentation reset

COMPLETED

Loose paper clutter removed, visible surfaces wiped, front-of-house presentation reset, and waiting area checked.

BEFORE



AFTER

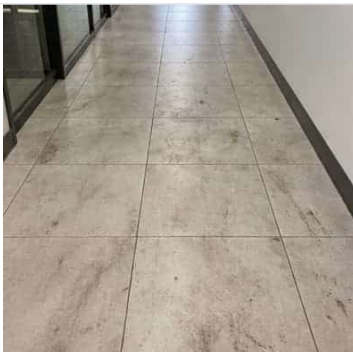


✓ Hard floor detail completed

COMPLETED

Marked floor areas scrubbed and mopped. Walkways and threshold areas checked before handover.

BEFORE



AFTER



✓ Amenities cleaned and restocked

COMPLETED

Basins, mirrors, fixtures, partitions, and floors cleaned. Hand towel, soap, and paper stock checked.

BEFORE



AFTER

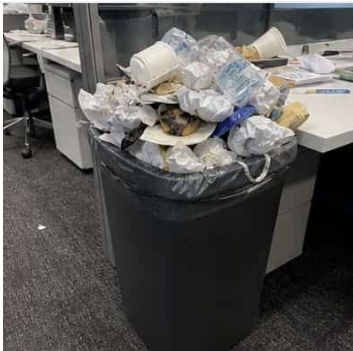


✓ Waste points cleared and bins relined

COMPLETED

Desk-side waste and shared bins emptied, liners replaced, and collection points checked for missed items.

BEFORE



AFTER



✓ Meeting room table and chairs reset

COMPLETED

Table sanitised, cup rings removed, crumbs cleared, and chairs aligned to the room standard.

BEFORE



AFTER



✓ **Kitchenette cleaned and floor mopped**

COMPLETED

Bench tops sanitised, sink cleared, coffee spills removed, dishwasher checked, and floor mopped dry.

BEFORE



AFTER



✓ **High-touch disinfectant pass**

COMPLETED

Door handles, light switches, meeting room controls, and shared appliance handles wiped with disinfectant.

✓ **Final supervisor walk-through**

COMPLETED

Level 8 checked before departure and no access or safety issues were observed.

FOLLOW-UP ITEMS

○ **Carpet spot extraction**

FOLLOW-UP

Spot extraction was not required in the inspected areas. Left as a scheduled add-on if future staining is reported.

VISIT NOTES

After-hours office cleaning completed across reception, shared desks, meeting rooms, kitchenette, amenities, waste points, and high-traffic flooring. Cleaner completed the agreed scope, captured before/during/after proof, noted one out-of-scope carpet extraction item, and left the tenancy ready for staff arrival.

BEFORE



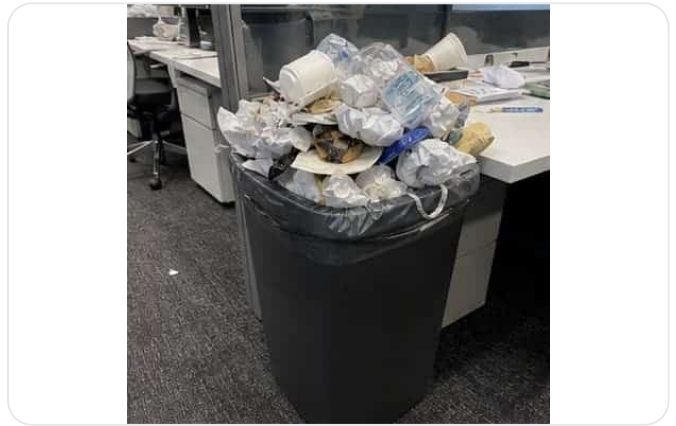
Shared workstation clutter and paper debris on arrival
06:07 pm



Aged floor tiles marked for detailed floor cleaning
06:13 pm



Bathroom sink and fixtures before amenities service
06:18 pm



Desk-side waste point full before service
06:24 pm



Meeting table with cup rings and crumbs before wipe-down
06:30 pm



Kitchenette bench with coffee spill and loose crumbs
06:35 pm

DURING



Bathroom basin detail clean in progress

06:46 pm



Tile and grout scrub-down underway

07:00 pm



Toilet bowl disinfectant clean in progress

07:13 pm



Waste liner removal and bin change underway

07:28 pm



Meeting table sanitisation in progress

07:45 pm



Kitchenette floor mop pass underway

08:00 pm

AFTER



Reception area clean and client-ready

08:16 pm



Office hallway floor clean, dry, and ready for trade

08:24 pm



Amenities completed and reset

08:32 pm



Desk area reset with bins relined

08:40 pm



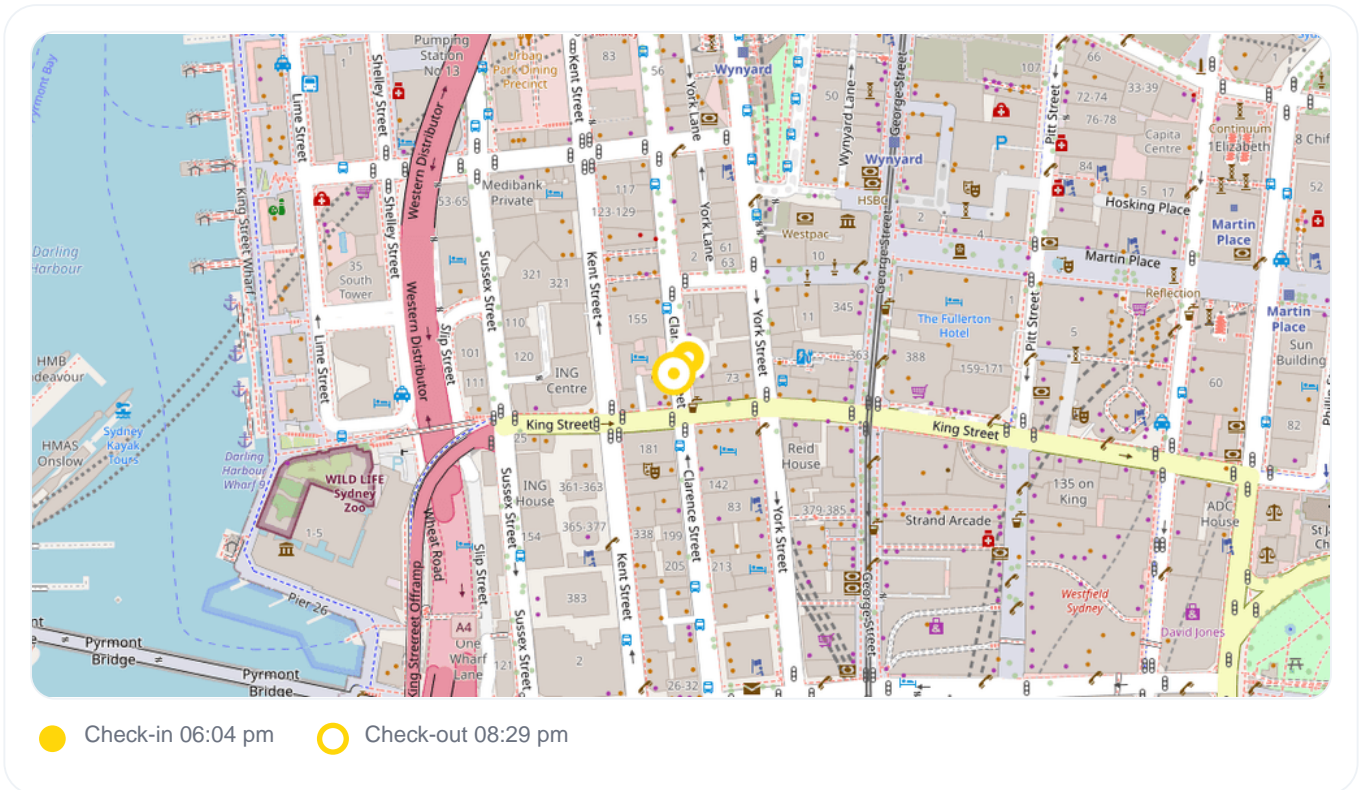
Meeting room table polished and chairs aligned

08:47 pm



Kitchenette bench and sink left clean and dry

08:54 pm



ACKNOWLEDGEMENT

PERFORMED BY

Maya Collins

Maya Collins

Signature

COMPLETED

5 May 2026

06:04 pm – 08:29 pm · 2h 25m on site

GPS-verified visit