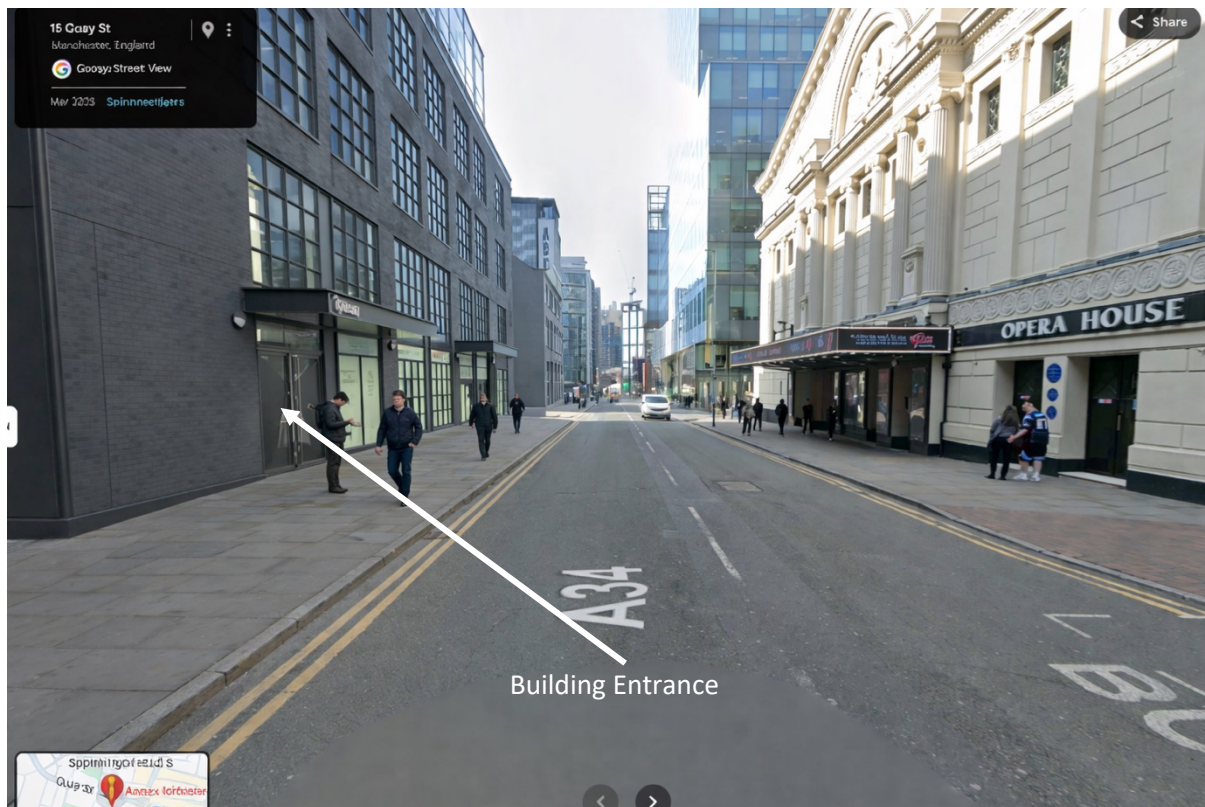


<b>Document</b>	Quoin Cleaning (Flex) Details
<b>Created</b>	Feb 2026
<b>Author</b>	Cleanoffice.co.uk

<b>Job Location</b>	<b>Quoin</b> 17 Quay Street Manchester M3 3HP
<b>Shift Times</b>	14.00-18.00
<b>Dress</b>	Black T-Shirt & Trousers
<b>On Site Contact</b>	Simon or Louis (on front desk)
<b>Flex Contact (Via App Messaging)</b>	Tom



## Job Sequence

Arrive on site and either Simon (Building Manager) or Louis (Front of house manager) will show you around. Then please proceed with the list below.

1.	Floor 3 & 5 (First Clean)	Clean toilets on both floors, restock toilet roll (ensure a good supply in each cubicle), general clean of toilets, sinks, mirrors, empty bins)
2.	Floor -1 (Basement)	Check for use in female and male changing rooms (these aren't heavily used so may be ok). Clean if necessary.  Ensure a good supply of towels and place used towels in the car park cleaning cupboard. (Simon or Louis will show you where this is)
3.	Floor G (Reception)	Clean front door glass (internal, fingerprint removal), empty bins (including under reception desk), clean meeting rooms, and clean toilets at rear of business lounge.  *Cleaning Cupboard is located in reception, to the right of the lifts, behind a curtain. It may be locked, so ask Simon or Louis for the key.
4	Floor 3 & 5 (Second Clean)	Clean toilets on both floors, restock toilet roll (ensure a good supply in each cubicle), general clean of toilets, sinks, mirrors, empty bins)
5.	Floor Care	Vacuum reception area, and any other areas of the building that need it.  Mop toilet floors
6.	Finish	Ensure all equipment is returned to the cleaning cupboard