

# Guide to Office Cleaning





Want a **reliable,**  
**environmentally-friendly**  
and **efficient** cleaning  
service for your office?

**Speak to a Member of the Team**

# About Us

Green Facilities Management Ltd. is an ISO9001 and ISO14001 commercial cleaning company that offers regular and periodic contract cleaning services to Offices, Retail Stores, Pubs & Clubs, Gyms & Health Clubs, Hotels and other commercial venues within all industry sectors located across the London, Greater London and home counties.

Our management team has over 20 years of combined experience and during that time we have built a solid reputation for providing superior cleaning services to a wide range of corporate clients. Quality control is the most important part of how we maintain our unsurpassable standards of service.

We monitor the performance of our cleaning very closely, and pride ourselves on our excellent customer service record, as well as being a London Living Wage Employer

At Green FM we believe in investing in new, energy efficient equipment, eco-friendly chemicals and innovative products and techniques in the cleaning industry. Green FM can help your organisation in off-setting Carbon footprints by offering recycling solution to your daily waste. We can also train your employees to recycle office waste and put an effective recycling system in place that will make your organisation a Greener Company.



# Office Cleaning

Cleaning offices is not that simple.

It requires cleaning of walls, ceilings, washrooms, movable fixtures, furniture and much more.

It is not feasible to opt for maid services since maids do not come with all such equipment and tools which are required to complete the task easily. There are numerous office cleaning services available in London.

The professional office cleaning services use environment-friendly methods for properly cleaning of carpets, rugs, curtains and to remove dirt, stains, oil, dust, bugs etc.

They leave your office sparkling and enticing. A professional is well-trained on such kind of service and will have your office cleaned with every detail put into consideration.

When cleaning the office, they also come with high-tech tools and products that they employ rightfully and offer you standard office cleaning services that will definitely satisfy all your cleaning needs.

# Lack of Cleanliness

This is a matter of extreme concern in the workplace and should be taken very seriously.

Toilets and communal kitchens need to be cleaned daily with environmentally friendly anti-bacterial products; cleanliness and good hygiene in these areas helps to maintain employee morale, health, both physical and mental, and contentment.

Daily cleaning throughout will ensure that hazards are removed before the work day begins, such as clutter, waste paper and spills, whilst also ensuring that entrances, hallways and floors are kept slip and trip free.

The daily removal of waste, such as emptying bins, will also reduce the risk of fire - this is considered to be a basic essential with regards to accident and fire prevention.

You should bear in mind that cleanliness is an ongoing process and must never be hit and miss, which is why large businesses choose to use a professional, environmentally friendly service, such as Green Facilities Office Cleaning Services London, to ensure their conformity to essential regulations.

## How Often Should You Get Your Office Cleaned?

When considering how often to use Green Facilities Office Cleaning Services London, it is important to think about the amount of time that employees spend in the office.

Not only is it a place of work, it is also somewhere to meet clients; first impressions count enormously, as this will determine, in the client's mind, the degree of efficiency and professionalism that your company offers.

## How to determine the frequency of cleaning

The frequency of office cleaning can depend on the amount of staff and type of business, including the level of waste that it creates, whether this be on a daily, weekly or monthly basis. The location of your business, be it a multinational or a regional one, and the amount of traffic passing through can also make a huge difference in cleaning routines.

In general, a workplace that is neat, tidy, rubbish-free, sweet smelling and cleaned on a daily basis is the best way to keep employees happy and healthy and clients confident that they are using the right company.



# The Importance Of Having a Green Office

Being green is important in this day and age, but just how much are people taking care of the environment in their offices?

A survey conducted by the Office Coffee Company, which recorded responses from 500 staff in offices with 50+ employees in London and the South West, showed that people in the workplace aren't actually paying that much attention to do their part when it comes to corporate social responsibility.

In terms of statistics, more than half of businesses surveyed said their office could do more to be environmentally friendly, 65% to be exact. Only 27% of respondents said that their company was doing everything it could to be environmentally friendly and a further 8% said that their office made no effort at all.

While the survey showed that many offices appear to be meeting basic targets, such as switching off lights and recycling paper, cardboard and food/drink packaging, it uncovered what the Office Coffee Company defined as "a surprising lack of support" for purchasing from suppliers with green credentials.

Just 25% of respondents said that their company thinks that green procurement is important.

Of particular interest was the finding that recycling of food waste is not particularly high in offices. Coffee grounds are one product that is not widely recycled, with hundreds of thousands of tons of coffee waste produced each year in the London area alone.

# Green Cleaning Products

There are so many different cleaning products out there, so how do you know which ones are best?  
The ones that do their job, and are healthy for you as well as your environment.

Cleaner surfaces stay cleaner longer as the cleaner the surface the harder it is for dirt or bacteria and other organisms to adhere to it.

Green Facilities is one of the few companies that uses products from Oleonix, who are innovative formulators and manufacturers of eco-safe cleaning products, using ingredients designed not to damage human health or environmental quality.

The reason why we chose this particular product is that the chemistry behind the Oleonix range utilises micriolysis whereby the active agents penetrate through the surface tension and penetrate to the core of dirt to break the bonds, holding the dirt to whatever the surface is. The released dirt is then easily removed by flushing, rinsing, suction, extraction or microfibre absorption-extraction leaving surfaces so clean they resist the build-up of fresh dirt. Because more dirt is removed, super-clean surfaces are achieved without the use of biocides.

Whatever product or brand you choose to go for, or your cleaning contractors suggest using, make sure it's totally safe and it will not harm in any ways humans, animals, produce, equipment... or the environment!



A modern office interior with large windows, a desk, and a chair. The room is bright and airy, with a view of a city building outside. The desk is white and has a computer monitor, keyboard, and mouse on it. A blue office chair is positioned in front of the desk. A white cabinet is visible in the background. The text "What you need to Consider" is overlaid on the image in a large, bold, black font.

**What you need to Consider**

# Check the Company's Credentials

First of all, you will want to check the Companies House register to confirm that the company is indeed registered, and that its registered office is in the UK.

At the same time, it is usual for a procurement professional to scrutinise the company's governance. These checks can include whether any director has been disqualified or convicted of any criminal offences.



# 1

# Check for Professional Body Membership

You need to assure yourself that they are capable of carrying out a professional job with consistency and that they have the expertise to meet any difficult cleaning challenges that may arise during the contract.

There are two main bodies to be aware of. The first is the British Institute of Cleaning Science (BICS).

With over 10,000 corporate and individual members, BICS is the largest education and training provider in the cleaning industry.

Their qualifications start with an entry-level “Licence to Practice” which cleaning operators take in order to demonstrate that they are proficient in the basic cleaning skills necessary for carrying out a ground level role. As well as specialist training qualifications, under BICS, cleaning professionals can progress to high-level professional and managerial qualifications.

The other professional body to look for is the British Institute of Facility Management (BIFM). This body provides training with a slightly wider remit – to enable managers to safely run an entire facility or building, including a range of services.

# 2

## Find out whether the Company is Accredited

The first relevant certification here is ISO 9001 which is used throughout business and industry, as an assurance that a fully functioning quality management system is in place.

The second is ISO 14001. This standard sets out the protocol for an environmentally sound management system within a company.

Again, this standard is used across all sectors and business activities to indicate that a company can establish and run a compliant environmental management system.

# 3



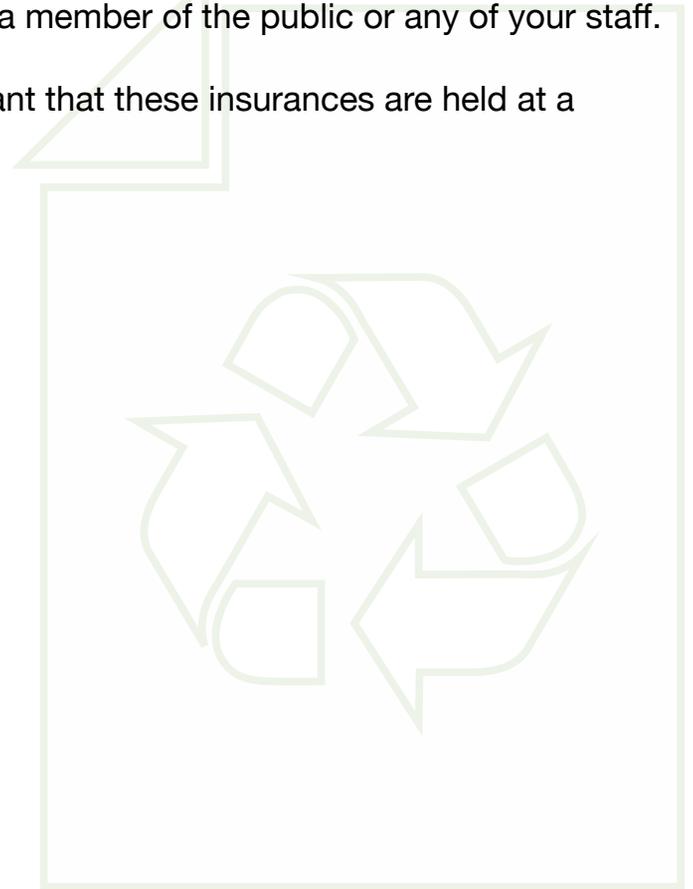
## Check all Insurances

It is vital to check that any company that will have access to your buildings and other employee locations, has the correct insurance.

This must include public liability insurance in case any of its activities injure a member of the public or any of your staff.

It's very important that these insurances are held at a realistic level.

# 4



# Health & Safety Compliance and Legislation

It's important to remember that you cannot divest your responsibility for health and safety onto a contractor. The primary responsibility always stays with you. However you do have a duty to check that the potential supplier has safe working systems, properly trained staff, risk assessments and accident reporting procedures.

You also need to carry out any checks on the company's environmental compliance. You may wish to ask whether they have ever carried out an environmental impact assessment, or you might want to check their recycling and disposal policies.

In the public sector, equality policies apply to contractors and suppliers. Procurement managers in the public sector will often ask for evidence that the potential supplier has policies ensuring that all staff are treated fairly and equally.

# 5

# Performance Management

You should find out how the company manages the performance of its staff, particularly when they may be working without direct supervision, at times when the building is quiet.

A competent company should have mechanisms for collecting your feedback on how they are doing.



# 6

## How are Supplies and Equipment sourced?

In the public sector, and increasingly in environmentally aware commercial companies, procurement managers are interested in where the supplier buys their materials and what kind of products they use.

Public sector procurement managers often have a duty to consider local suppliers in order to encourage local or regional industry.



## Check that the Terms and Conditions are relevant

Many larger clients will have a Service Level Agreement (SLA) with their cleaning services supplier, on top of the contract. An SLA can be useful in providing detailed guidance on the services to be supplied, their frequency and the level of quality required.

If you don't have an SLA, you need to make sure that the contract specifically states what will be done, how often and at what times. The contract also needs to be specific about the grounds that would lead to contract termination.

You can shorten and streamline the procurement process by directly contacting professional cleaning companies such as Green Facilities <http://www.greenfacilities.co.uk/> who will be able to supply both environmental awareness and professional expertise, and who can tick all of the boxes described above.

A reputable cleaning services company like this will help you to formulate your requirements and can advise you on the best way to achieve the results you're aiming for.

8

# Why Choose Us

## **Here is a quick review of how we are totally unique in the way we service your requirements;**

We are an ISO 9001 Certified Company (Quality Management System).

Our processes are optimized to ensure highest quality of service, from customer relations to cleaning procedures.

We also have our ISO 14001 certification (Environmental Policy), signifying that all of our professional services have a very low impact on the environment.

We provide you with a dedicated Account Manager who will manage your client relationship with Green FM from day one. You'll be just one phone call away from receiving Quality Cleaning services whenever you need them.

We have controls in place where we are able to monitor staff arriving at your site for shifts and any staff lateness is instantly flagged and we get start working on its resolution, before it impacts your business so that you concentrate on what matters most, running your own business

Our staff is COSHH trained and we have full Public Liability insurance coverage. All staff on your premises is fully trained to handle chemicals and machinery to ensure your staff is working in a safe and hygienic environment.

We are fully compliant with "Health and Safety" and "Employment Law." This assures minimum disruption to our clients' work and full accountability by Green FM.

We have the experience and infrastructure to manage all kinds of projects and cleaning needs.

We are a One-Stop-Shop for all your cleaning needs, and we'll also give you deep discounts on any periodic cleans that you wish to schedule.

We are very knowledgeable about TUPE regulations and are glad to take over the proceedings to remove this headache from your life. So, if you are worried about replacing your favourite cleaning staff member, or experiencing any disruption during a handover, it's one less thing you'll need to worry about.

We can organize your office to recycle and be green. We give our clients access to various recycling solutions and can provide recycling bins for waste collection, in addition to many other recycling solutions tailored to your organisations unique needs.



The background features a light green gradient with faint images of a succulent plant and a computer keyboard. A large, semi-transparent white circle is positioned on the left side of the page.

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cleaning service for your  
office?**

**Speak to a Member of the Team**

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