



# Schedule of Works



**INTAUS**  
GROUP



# Knowledge is on your side

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## About Us

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Welcome to Intaus Group, one of Sydney's leading fully integrated professional services companies. We understand that excellence is paramount when it comes to managing your property. That's why we provide a dedicated account manager who is available 24/7 to ensure your property receives the attention it deserves. With our commitment to delivering outstanding service, you can trust us to be your professional building manager. We look forward to the opportunity to serve you and exceed your expectations.

## Get in Touch

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1300 146 835

[www.intausgroup.com.au](http://www.intausgroup.com.au)





## *WHAT YOU NEED TO KNOW ABOUT US*

At our core, we are driven by a single mission: to inspire pride in your living environment. It's as simple as that. We go beyond mere checkboxes and superficial completion. A checklist does not define or confine us. Our aim is to leave your building, knowing we've provided a service that fills you with pride.

## *HOW WE DO IT*

Intaus Group, we pride ourselves on consistently delivering high-quality service. We prioritise meeting your needs with flexible, convenient hours. Our dedicated employees capture photos during and after each service, which are reviewed daily by management to monitor progress and address concerns promptly. For urgent or high-priority issues, we proactively contact the strata manager for immediate resolution.



## *OUR STAFF*

At Intaus Group, we prioritise both your satisfaction with your living environment and the pride of our staff. Our dedicated team exudes professionalism and extends courtesy to everyone they encounter. We strive to minimise any inconvenience while ensuring thorough cleaning and maintenance of the grounds, always considering the needs of our residents.

# Our Packages

Service Area	Once Weekly	Fortnightly	Monthly	Quarterly	As Required
<b>GROUND FLOOR FOYER ENTRANCE</b>					
Vacuum/mop common area	✓				
Clean and polish stainless steel panels and doors	✓				
Remove marks off walls where possible					✓
Scrub ground floor tiles				Every 2 mths	
Deodorise common areas with air freshener	✓				
Wipe handrails & balustrades	✓				
Clean mirrors, wall hangings etc.	✓				
Remove cobwebs (up to 2m)		✓			
Wipe clean light fittings, power points & light switches	✓				
Replace light globes/smoke detector batteries.					✓
<b>COMMON AREA</b>					
Vacuum/mop common area	✓				
Wipe clean private unit doors	✓				
Remove marks off walls					✓
Deodorise common areas with air freshener	✓				
Scrub all tiles on all levels				Every 2 mths	
Wipe clean handrails & balustrades	✓				
Wipe all ledges, window sills & surfaces	✓				
Remove all cobwebs (up to 2m)		✓			
Wipe clean light fittings, power points & light switches	✓				✓
Replace light globes/smoke detector batteries					✓

# Our Packages

Service Area	Once Weekly	Fortnightly	Monthly	Quarterly	As Required
<b>LIFT</b>					
Clean & polish stainless steel panels & door	✓				
Vacuum/mop floor & clean lift tracks	✓				
Clean mirrors and remove marks	✓				
Polish doors and floors	✓				
<b>FIRE STAIRS</b>					
Check & spot sweep fire stairs & remove litter	✓				
Sweep fire stairs thoroughly				✓	
Wipe all handrails				✓	
Remove cobwebs				✓	
<b>GARAGE COMMON AREAS</b>					
Clear drains & grates			✓		
Spot sweep common areas & remove litter	✓				
Clean safety mirrors & bollards (if required)			✓		
Replace light globes/smoke detector batteries					✓
Remove cobwebs (up to 2m)			✓		
Mechanical sweep/vacuum garage common areas					✓
<b>TOILET</b>					
Sweep & mop tiles	✓				
Wipe clean basin, toilet bowls & mirrors etc.	✓				
Remove cobwebs	✓				
Replace toiletry consumables (at additional cost)					✓
<b>OUTSIDE AREAS</b>					
Blow & spot mop entrance pathways, driveway & stairwells	✓				
Wipe clean mailboxes & remove junk mail	✓				
Remove litter from around property	✓				

# Our Packages

Service Area	Once Weekly	Fortnightly	Monthly	Quarterly	As Required
<b>COMMUNAL ROOFTOP AREA</b>					
Blow and spot mop common area floors	✓				
Remove all litter from rooftop		✓			
Wipe down any furniture or fixtures	✓				
Wipe clean steel BBQ (exterior only)	✓				
Spot clean glass windows in front of lift area	✓				
<b>RUBBISH BINS</b>					
Take red bins out to street for collection	✓				
Retrieve red bins after collection	✓				
Take out recycling bins for collection (green/yellow)		✓			
Retrieve recycling bins after collection (green/yellow)		✓			
Rotate bins & tidy up bin room	✓				
Collect all recycling bins from each floor and take to bin holding room	✓				
Return all recycling bins to each level after collection	✓				
Wash & sanitise bins & bin storage area				✓	
Remove dumped waste (upon authorisation)					✓

Terms and conditions apply according to the scope of work required.



# Get In Touch Today

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If you would like a quote specific to your needs please give our team a call today.

## Our Contacts

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