ApexFlowHQ

COMMERCIAL CLEANING · SOUTH AFRICA



BUSINESS PROPOSAL / COMPANY PROFILE

Proposal for Professional Cleaning Services

A site-specific approach to commercial cleaning: clear scopes, coordinated delivery partners and a single point of contact for your business.

SERVICE FOCUS
Commercial & specialist cleaning

YOUR CONTACT
Sakhelo Buthelezi

BASED IN
Johannesburg

Defined scope
tasks & frequencies

Partner delivery
matched to your brief

One contact
clear coordination

Agreed reviews
visible follow-through

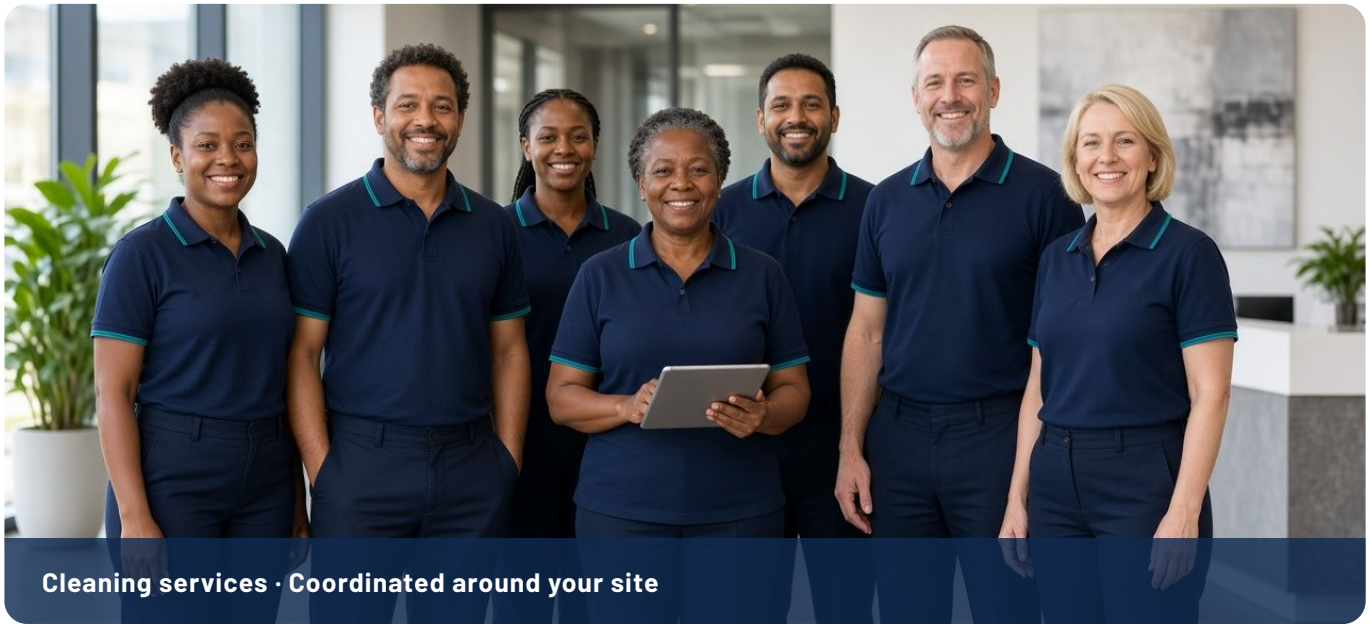
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Office: 13 Jupiter Road, Crown Mines, Johannesburg, 2092

APEXFLOWHQ AT A GLANCE

A cleaner workplace. A clearer plan.

A commercial cleaning proposal built around your premises, operating needs and priorities.



Cleaning services · Coordinated around your site

Cleaning without the guesswork

Whether you manage an office, a retail property or an operational site, the cleaning brief needs to be clear: what gets done, how often, by whom and to what standard.

ApexFlowHQ coordinates that brief with subcontracted delivery partners. We bring your requirements into one proposed scope, discuss the practical arrangements and provide a point of contact for the engagement.

This profile introduces our cleaning service range and a framework for building a site-specific proposal. The final quote defines the deliverables, delivery responsibilities and commercial terms.

Built around your requirements

Your premises
Areas, surfaces & site conditions

Your schedule
Access, frequency & operating hours

Your requirements
Safety, procurement & specialist needs

Your written scope
Inclusions, exclusions & responsibilities

FROM ENQUIRY TO A USEFUL PROPOSAL

01 · Understand your requirements

02 · Assess scope and suitability

03 · Confirm partner availability

04 · Present a written quote

YOUR BUSINESS COMES FIRST

Cleaning shouldn't be another problem to manage

The right starting point is not a generic promise. It is a clear understanding of the work your site needs.

Missed attendance

Unclear attendance arrangements can leave essential cleaning tasks undone.

Inconsistent standards

Without a defined task list, it is difficult to agree what good service looks like.

Sensitive areas

Washrooms, kitchens and high-touch areas need an appropriate cleaning plan.

Fragmented coordination

Multiple suppliers and unclear responsibilities add avoidable administration.



OUR APPROACH

One brief. Coordinated delivery.

ApexFlowHQ coordinates cleaning through subcontracted partners. The accepted proposal sets out the service scope and the responsibilities of each party.

A defined coordination point

Know who to contact about the scope, schedule and service arrangements.

A written cleaning brief

Record tasks, frequencies and exclusions before work begins.

Matched delivery arrangements

Assess partner suitability, access and resources against the requirements.

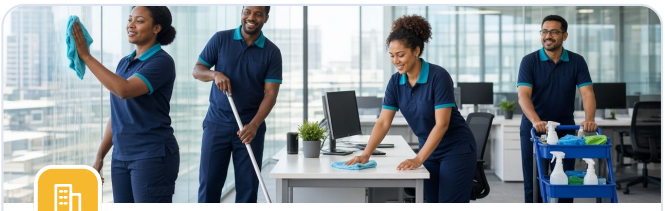
An agreed review process

Set inspection, reporting and issue-escalation arrangements for the site.

CORE CLEANING SERVICES

Everyday care. Site-specific scope.

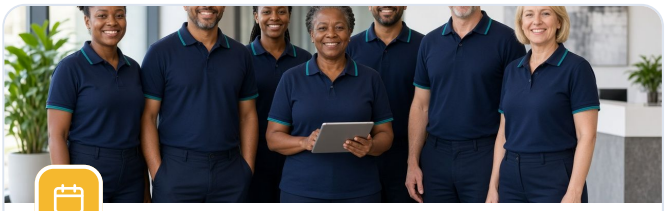
Scope examples, tailored to your site and subject to assessment and suitable partner availability.



Commercial & Office Cleaning

Routine cleaning for professional, well-presented working environments.

- Corporate offices & business parks
- Boardrooms, receptions & open-plan areas
- Kitchens, canteens & washrooms
- Corridors, stairwells & lift lobbies
- Retail centres, banks, gyms & churches



Contract Cleaning

Recurring cleaning arranged around your schedule and agreed site requirements.

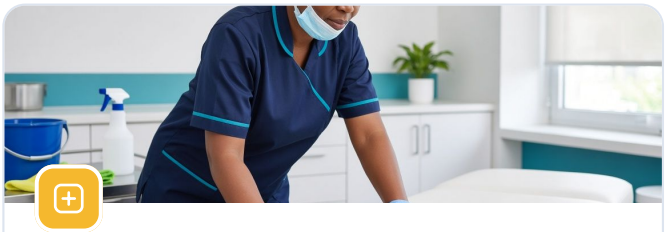
- Daily, weekly or monthly contracts
- Seasonal & annual cleaning plans
- On-site staffing & supervision requirements
- Schools, colleges, universities & residences
- Manufacturing & production plants



Industrial Cleaning

Cleaning for industrial environments, following assessment of site risks and methods.

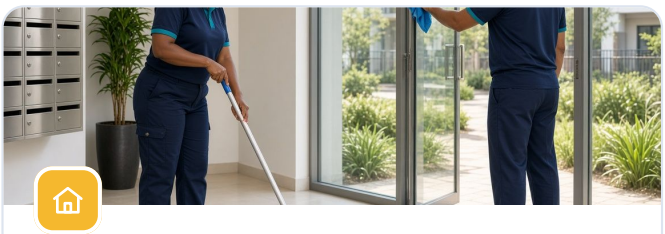
- Factories, plants & production lines
- Warehouses & logistics hubs
- Mining & pharmaceutical facilities
- Pipe, tube, tank & boiler cleaning
- Drain, duct & vent cleaning, degreasing



Medical & Healthcare Cleaning

Healthcare cleaning requirements scoped around site protocols and suitable partner capability.

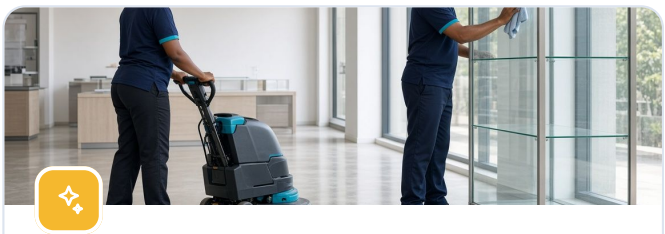
- Theatres, wards & consulting rooms
- Clinics, practices & pharmacies
- Disinfection of high-touch surfaces
- Colour-coded, cross-contamination control
- Medical waste: authorised provider required



Residential Complexes & Short-Term Rentals

Cleaning of shared spaces, rental units and property handovers.

- Sectional title complexes & estates
- Student accommodation
- Airbnb & short-term rental turnovers
- Linen changes & guest-ready setups
- Move-in and move-out cleans



Once-Off & Deep Cleaning

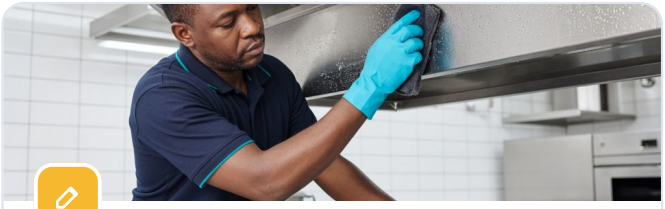
Focused one-off cleaning for handovers, occupation changes and periodic upkeep.

- Deep & spring cleans
- Pre- and post-occupation cleans
- Post-construction & builders' cleans
- Urgent clean-up enquiries
- Event cleaning & decluttering

SPECIALIST & TECHNICAL CLEANING

The right method for each surface.

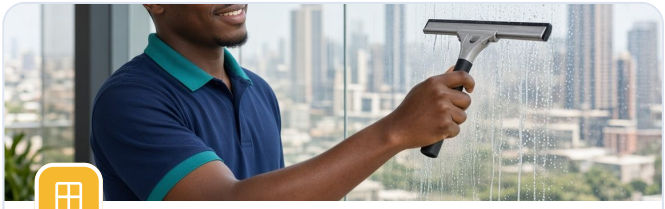
Scope examples, tailored to your site and subject to assessment and suitable partner availability.



Specialised Cleaning

Targeted cleaning for surfaces and areas that need a specific method.

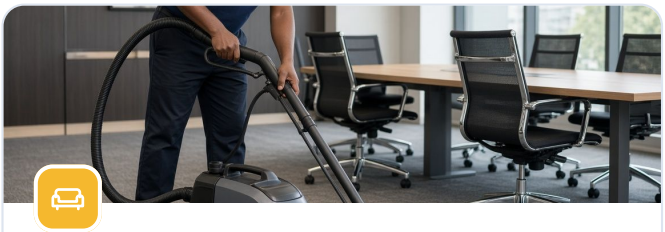
- Kitchens, canopies & extractors
- Bathrooms & ablution blocks
- Walls & ceilings
- Floors: concrete, tile, hardwood & cement
- Gutters, roofs & garden areas



Window Cleaning

Interior and exterior glass care, with access and working methods agreed first.

- Detailed interior & exterior windows
- Ladder-free water-fed pole cleaning
- Post-construction glass cleaning
- High-rise & façade glass
- Scheduled window maintenance



Carpet, Upholstery, Curtain & Bed Cleaning

Fabric care selected to suit the material, condition and cleaning requirements.

- Carpet extraction & shampoo
- Pet stain & odour treatment
- Periodic carpet care & protection enquiries
- Upholstery, curtains & blinds
- Mattress & bed cleaning



High-Level Cleaning

Elevated-surface cleaning subject to suitable access, equipment and safety planning.

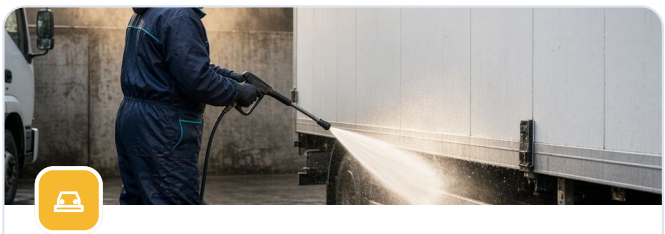
- Ceilings, beams & roof structures
- Ductwork & ventilation
- Pipes & cable trays
- Light fittings & signage
- Façades & windows at height



Solar Panel Cleaning

Panel cleaning requirements assessed against safe access and manufacturer guidance.

- Water-fed pole & soft-brush cleaning
- Dust, bird-dropping & debris removal
- Hard-water stain removal
- Coating requirements, if appropriate
- Scheduled maintenance plans



Wash Bay & Automotive Cleaning

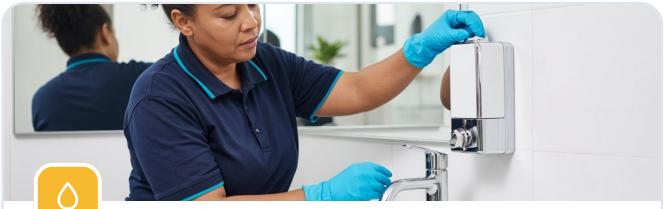
Cleaning support for automotive premises, fleet environments and wash bays.

- Wash bay cleaning & set-up requirements
- Car, fleet, bus & truck wash bays
- Showrooms, workshops & service bays
- Fleet detailing & car cleaning
- Floor & equipment degreasing

HYGIENE, SUPPORT & SUPPLIES

Support for a well-run premises.

Scope examples, tailored to your site and subject to assessment and suitable partner availability.



Hygiene Services & Supplies

Washroom servicing and consumables specified around your site usage.

- Soap, sanitiser & paper towel dispensers
- Hand dryers & air-freshener units
- Toilet & urinal sanitisers
- Sanitary disposal bins & wall bins
- Dust-trap mats & hygiene consumables



Pest Control

Pest-management enquiries scoped with appropriately qualified providers.

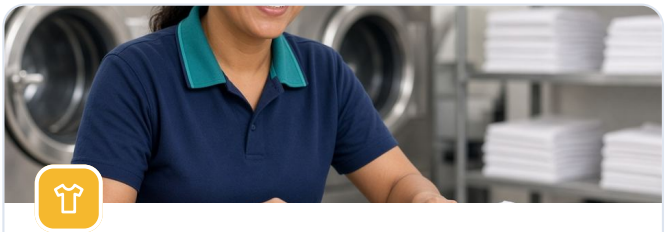
- Cockroach, insect & bed bug control
- Rodent & termite control
- Bird & wildlife management enquiries
- Fumigation enquiries & treatment options
- Preventive monitoring programmes



Waste Management

Waste-handling requirements assessed with suitable authorised providers where required.

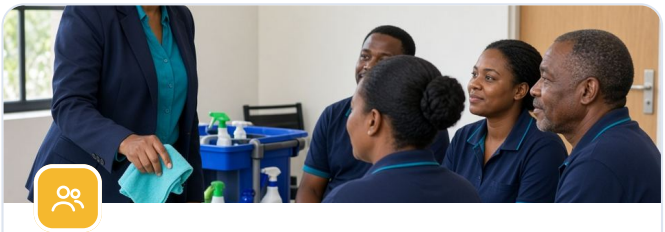
- On-site waste management & collection
- General waste, recycling & composting
- Construction rubble removal
- E-waste & chemical waste
- Hazardous & medical waste, treatment & disposal



Laundry Services

Commercial laundry requirements scoped to volume, fabric and handling needs.

- Wash only, or wash & dry
- Wash, dry & fold
- Ironing & dry cleaning
- PPE & uniform laundry
- Alterations & shoe repairs



Cleaning Training

Practical cleaning training requirements, with content and provider suitability agreed.

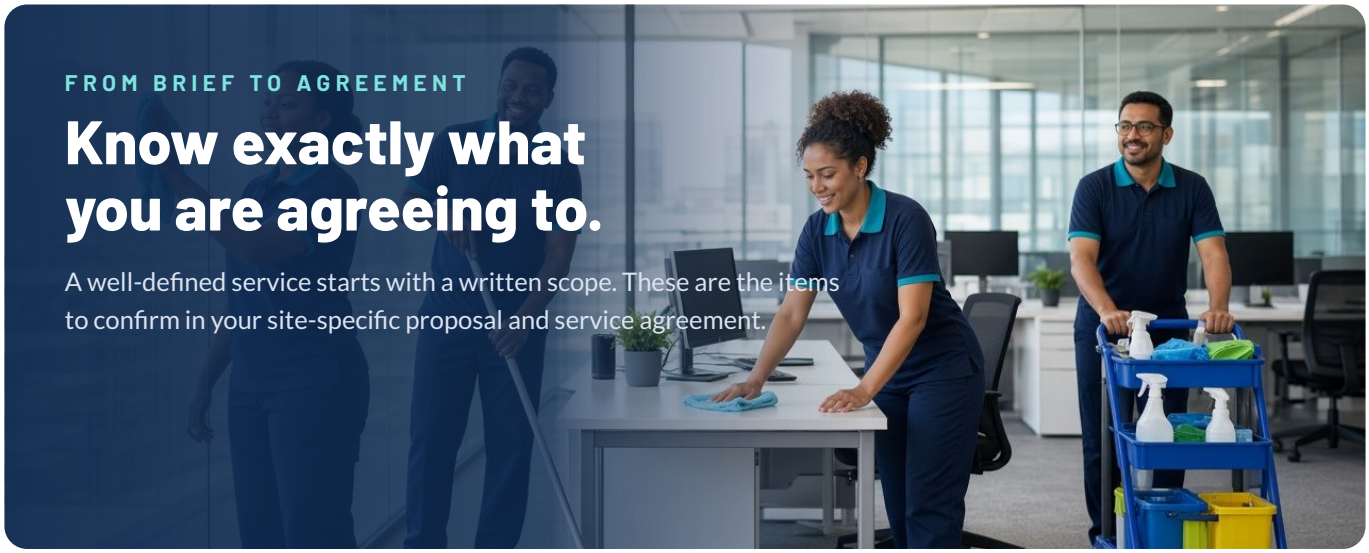
- Professional cleaning fundamentals
- Office, carpet & window techniques
- Hygiene & green cleaning
- Supervisor, customer service & H&S awareness
- Contract costing & personal development

Supplies & equipment

Cleaning Products, Consumables & Equipment

Site-specific supply requirements for cleaning products, consumables and equipment.

- Cleaning chemicals & eco-friendly ranges
- Paper products, refuse bags & liners
- Cleaning tools & accessories
- Floor scrubbers, polishers & vacuums
- Pressure washers & carpet machines



FROM BRIEF TO AGREEMENT

Know exactly what you are agreeing to.

A well-defined service starts with a written scope. These are the items to confirm in your site-specific proposal and service agreement.

Site-specific task list
Define the areas to clean, surfaces to treat and tasks to be carried out.

Agreed attendance schedule
Record days, hours, frequency and access arrangements for your site.

Partner roles & staffing
Confirm the delivery provider, staffing plan and supervision responsibilities.

Equipment requirements
Identify the tools and machinery suited to the agreed work.

Chemicals & consumables
Specify who supplies what, expected usage and replenishment arrangements.

Site induction & conduct
Agree access rules, security requirements and induction before placement.

Health & safety planning
Identify relevant risks, safe methods, protective gear and site rules.

Quality review arrangements
Set the inspection method, review frequency and acceptance criteria.

Reporting & issue escalation
Agree how findings, concerns and corrective actions will be recorded.

Absence & continuity planning
Clarify attendance reporting, cover arrangements and any service limitations.

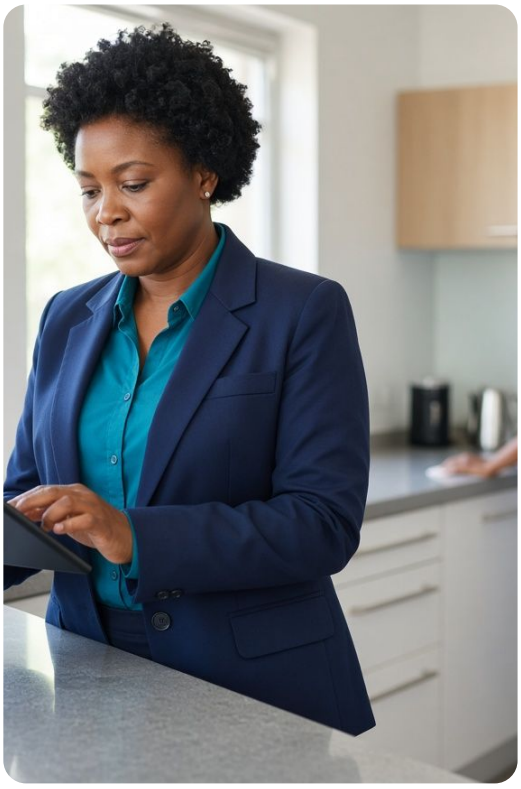
Pricing & payment terms
Separate recurring work, once-off tasks, extras and any assessment charges.

Duration & change control
Record contract term, cancellation, scope variations and approval process.

A PRACTICAL REVIEW FRAMEWORK

Standards made visible.

Agree how work will be checked, reported and discussed before the service starts.



01 **Define the standard**
Agree task checklists, priority areas and acceptance criteria for the site.

02 **Review the work**
Set an inspection frequency and identify who carries out each review.

03 **Record & resolve**
Document findings, assign actions and agree how completion is checked.

04 **Keep the scope relevant**
Review recurring issues and approve changes to tasks or frequencies.

A clear route for service concerns

Agree the contact, reporting channel and escalation process. Response arrangements and any remedy are defined in the accepted service agreement rather than assumed.



USEFUL SERVICE INFORMATION

A report that supports a decision

The review format can capture the areas checked, observations against the sc assigned and any changes requiring your approval.

Inspection and reporting frequency should suit the engagement. No fixed insp schedule or performance guarantee is implied by this profile.

Suggested review headings

Areas reviewed
Against the agreed task list

Findings
Observed condition & exceptions

Actions
Owner, priority & follow-up

Changes
Recommendations for approval

A STRUCTURED START

From your first enquiry to an agreed plan

1

Understand the site

Discuss priorities, access, current challenges and assessment requirements.

2

Build the proposal

Define scope, partner suitability, staffing and itemised commercial terms.

3

Agree & prepare

Accept the quote; confirm induction, contacts and start arrangements.

4

Deliver & review

Coordinate the agreed service and follow the approved review process.

SCOPING OPTIONS

Choose a starting point. Refine it for your site.

These options frame the conversation. They are not fixed packages or automatically inclusive service commitments.

Essential

SCHEDULED UPKEEP

A starting point for smaller sites or selected cleaning days.

- ✓ Agreed routine cleaning visits
- ✓ Priority floors & work areas
- ✓ Kitchen & washroom tasks
- ✓ Waste handling within scope
- ✓ Consumables specified separately

Site-specific scope

Written custom quote

Professional

REGULAR ATTENDANCE

A starting point for busy premises needing recurring service.

- ✓ Daily or regular attendance
- ✓ Site-specific staffing requirements
- ✓ Washroom servicing requirements
- ✓ Periodic tasks scheduled in scope
- ✓ Agreed supervision & reviews

Site-specific scope

Written custom quote

Premium

EXTENDED SCOPE

A starting point for larger or more complex cleaning requirements.

- ✓ Routine & periodic cleaning
- ✓ Site-specific team structure
- ✓ Hygiene support requirements
- ✓ Specialist tasks assessed separately
- ✓ Reporting tailored to the site

Site-specific scope

Written custom quote

Periodic and additional work: windows · carpet & upholstery · deep cleans · post-construction cleans · hygiene supplies · after-hours requirements. Each is assessed and quoted where applicable.

Pricing, assessment charges, exclusions, contract duration and cancellation terms are confirmed in writing. No free visit, discount or fixed contract term is promised.

LOCATION & SITE SUITABILITY

A proposal that fits your environment

Based in Johannesburg. Enquiries are welcomed across the following areas; local partner capacity and lead times are confirmed for each site.

Gauteng	Western Cape	KwaZulu-Natal	Limpopo
Johannesburg	Cape Town	Durban	Polokwane
Sandton	Century City	Durban North	
Rosebank	Durbanville	Umhlanga	
Randburg	Somerset West	Ballito	
Roodepoort	Stellenbosch	Hillcrest	
Midrand	Paarl	Pietermaritzburg	
Pretoria			
Benoni			

Coverage is subject to partner availability, access and travel requirements. Ask about surrounding areas.

SECTOR ENQUIRIES

Different environments. Appropriate requirements.

- Corporate offices & business parks
- Retail centres, malls & shopping centres
- Banks & financial branches
- Government & public sector
- Hospitals, clinics & medical practices
- Pharmaceutical facilities
- Hotels, lodges & hospitality
- Airbnb & short-term rentals
- Schools, colleges & universities
- Student accommodation
- Residential complexes & estates
- Churches & places of worship
- Gyms & fitness centres
- Events & venues
- Automotive dealerships & workshops
- Fleet & transport depots
- Factories & manufacturing plants
- Warehouses & logistics
- Mining operations
- Food & beverage facilities
- Solar installations
- Construction & property developers

Controlled environments may require specialist protocols, credentials and equipment. Suitability is assessed before acceptance.

BEFORE WORK BEGINS

The right checks. Clear responsibilities.

A practical procurement checklist for the contracting parties and delivery partners. Required documents must be verified for the engagement.

Business & contracting entity
Confirm the legal entity, registration details and authorised contracting parties.

CONFIRM BEFORE ACCEPTANCE

Tax & procurement requirements
Confirm tax status and any procurement declarations required for your process.

CONFIRM BEFORE ACCEPTANCE

Labour & statutory obligations
Verify applicable employment, UIF and Compensation Fund responsibilities.

CONFIRM BEFORE ACCEPTANCE

Insurance requirements
Confirm any required cover, relevant policy limits and supporting evidence.

CONFIRM BEFORE ACCEPTANCE

Specialist provider credentials
Check applicable licences, permits and qualifications for regulated work.

CONFIRM BEFORE ACCEPTANCE

Site-specific safety documents
Identify required risk assessments, method statements and induction records.

CONFIRM BEFORE ACCEPTANCE



SAFE, RESPONSIBLE PLANNING

Make safety part of the scope

Assess the task
Identify site hazards, access restrictions and safe working methods.

Specify chemical handling
Agree suitable products, labelling and safety data requirements.

Match PPE to the work
Determine protective equipment and training required for the task.

Check specialist suitability
Verify relevant credentials before appointing a regulated provider.

This profile does not certify registrations, insurance, B-BBEE status, ISO accreditation or specialist licensing. Evidence must be checked where required.

ApexFlowHQ

YOUR NEXT STEP

Let's build your cleaning plan.

Tell us about your premises, priorities and preferred schedule. We'll discuss the requirements and the next step towards a site-specific quote.

1. Share your requirements
2. Discuss the scope
3. Agree the proposal

Call or WhatsApp Sakhelo **068 637 3146**

EMAIL YOUR REQUIREMENTS
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YOUR CONTACT
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WHATSAPP
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OFFICE
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Site-specific scopes · Subcontracted delivery · Written commercial terms

General service proposal, not a binding quotation. Scope, availability and terms require written acceptance.
All photographs are generated illustrations, not evidence of actual staff, clients or completed work.