

## **SPECIFICATION OF INTERNAL CLEANING OF COMMUNAL AREAS**

### **1. ALL FLOORS**

- Brush clean and collect and remove sweepings. Wet mop using hot water and hard surface cleaner. For stubborn stains use scourer pad or deck brush and a concentrated dilution of hard surface cleaner or cream cleaner. Leave stain free.

### **WHEN WET MOPPING ENSURE THAT A CAUTION SIGN IS PLACED IN A PROMINENT POSITION AT THE ENTRANCE TO THE BUILDING**

### **2. STAIRS**

- Brush clean and collect and remove sweepings. Wet mop using hot water and hard surface cleaner. Ensure the sides and stair risers are clean. Remove stains and scuff marks. Leave stain and mark free.

### **3. ENTRANCE, STEPS, DOORMATS & WELLS**

- Lift mats and remove debris in wells. Shake out mats and remove debris. Sweep entrance steps and wipe doors. Leave area debris free.

### **4. STAIR RAILS**

- Wash down with hot water and hard surface cleaner. Polish occasionally with spray polish. Leave dust and mark free.

### **5. WINDOW SILLS AND FRAMES**

- Wash down with hot water and hard surface cleaner. Polish occasionally with spray polish. Leave dust and mark free.

### **6. WINDOW GLASS**

- Entrance doors and glazing to lobby areas:- fully wash down internal and external faces with an approved proprietary liquid glass cleaner leaving areas stain and streak free.
- Internal only glass - fully wash down both sides with an approved proprietary liquid glass cleaner leaving areas stain and streak free.
- Glazing in other communal areas, eg staircases - fully wash down internal face with an approved proprietary liquid glass cleaner leaving areas stain and streak free.
- The above excludes glazing within tenants flats.

### **7. INTERIORS OF DOORS AND FRAMES**

- Wash down with hard surface cleaner to remove finger marks. Polish occasionally with spray polish. Leave mark free.

## 8. OVERHEAD DOOR CLOSERS

- Clean with multi-purpose spray polish. Leave dust free.

## 9. LIGHT SWITCHES

- Clean with multi-purpose spray polish. Leave mark free.

## 10. SKIRTING BOARDS

- Wash down with hot water and hard surface cleaner. Polish occasionally with spray polish. Leave mark and dust free.

## 11. EXTERNAL BIN STORES

- Where applicable, brush clean and collect sweepings. Wash floor with hot water and disinfectant. Leave clean, odour and debris free.

## 12. COMMUNAL PATIO & PATHWAYS

- Where applicable, brush clean and collect sweepings. Wash paths with a solution of water and disinfectant. Leave clean and debris free.

## 13. REFUSE SACKS

- Where and when required remove all refuse sacks to collection point. This service is required for the following sites:-

### Lot 11

- Wesley Court, Tenby

### Lot 14

- Caldy Court
- Ramsey Court
- Lundy Court
- Skomer Court

**REPORT ALL ITEMS OF DISREPAIR AND ITEMS OF FURNITURE LEFT IN COMMUNAL AREAS TO ATEB GROUP IMMEDIATELY.**

## WORK SCHEDULE – INTERNAL CLEANING - COMMUNAL AREAS – LOTS 11- 15

<u>Day to be cleaned</u>	<u>Property to be cleaned</u>	<u>No of units</u>	<u>*Hours per week</u>
<b>LOT 11</b>			
Mon/Thur	Cromwell Court, Pembroke	3	2
Mon/Thur	St Oswalds, Pembroke	2	2
Tues/Fri	Wesley Court, Tenby	15	4
Tues/Fri	St Marys House, Pembroke	6	2
Tues/Fri	The Delphi, Tenby	14	3
<b>LOT 12</b>			
Mon/Thur	Albion Court, Pembroke DK(flats 6-12, & 14-16)	15	4
Mon/Thur	12-14 Princes Street Pembroke Dock	4	2
Mon/Thur	The Gables, Queen Street, (flats A-H)	8	3
Mon/Thur	17 Bush Street (flats A-D)	4	2
Mon/Thur	22 Bush Street (flats A-D)	4	2
Mon/Thur	11 Bush Street (flats A-D)	4	2
Mon/Thur	Cambria House, Bush Street (flats 1-3)	3	2
Mon/Thur	5 Catalina Avenue (flats A-D)	4	2
<u>Mon/Thur</u>	Clarence House (flats A-D)	4	2
Mon/Thur	Donovan House (flats 1-5)	4	2
Mon/Thur	39 London Road (flats A-C)	3	2
Mon/Thur	Mayfield House, Victoria Road (flats 1-3)	3	2
Mon/Thur	Pater Court (flats 1-8)	16	4
Mon/Thur	Rhiannon House (flats A & B)	2	2

Mon/Thur	Truscott House, London Road (flats A-D)	4	2
Mon/Thur	22 Water Street (flats A-C)	4	2
Mon/Thur	River View, Pennar	4	2
<b>LOT 13</b>			
Mon/Thur	55 Priory Road, Milford Haven (flats A,B,C)	3	2
Mon/Thur	Trafalgar Road, Milford Haven (flats A,B,C)	3	2
Mon/Thur	Swainson House, Milford Haven	6	2
Mon/Thur	Wesleyan Court, Milford Haven	6	2
Mon/Thur	Harcourt Close, Hook	3	2
Mon/Thur	Triplestone Court, Herbrandston	3	2
<b>LOT 14</b>			
Mon/Thur	Princess Royal Way (flats 16-46)	12	4
Mon/Thur	Glebe House, Winch Lane (flats 5-9)	7	2
Mon/Thur	Old Grove House, St Thomas Green	4	2
Mon/Thur	White House, 3 Upper Market Street	9	4
Mon/Thur	8 Upper Market Street, (flats 1-4)	3	2
Mon/Thur	13 Goat Street, (flats 1-4)	4	2
Mon/Thur	34 Dew Street (flats 1-3)	3	2
Mon/Thur	Shoemakers Court (flats 1-6)	6	2
Mon/Thur	Barn Court (flats 4-6 & 15-30)	19	4
Mon/Thur	19 Holloway Court (flats a,b,c)	3	2
Mon/Thur	Phillips House, Goshawk Road (flats 25-33)	5	2
Mon/Thur	Beaumont Court, Peregrine Close (flats 2-12)	6	2
Mon/Thur	Caldey Court, Trafalgar Road, (flats 26-36)	6	2

Mon/Thur	Ramsey Court, Siskin Close, (flats 14-24)	6	3
Mon/Thur	Lundy Court, Sanderling Close, (flats 13-23)	6	3
Mon/Thur	Skomer Court (flats 13-23)	6	3
<b>LOT 15</b>			
Mon/Thur	Lot 14 – Llys Dewi, St Davids	10	2
Mon/Thur	Parc Maen Hir, Letterson	3	2