

SPECIFICATION FOR DAILY INTERNAL & EXTERNAL CLEANING AT SHELTERED & HOMES FOR LIFE

SHELTERED & HOMES FOR LIFE

1. CARPET AREAS (INC STAIRS & LIFTS IF APPLICABLE)

- Fully vacuum clean all areas leaving litter and dust free
- Where necessary, apply an approved proprietary carpet/upholstery stain remover, all to manufacturers directions, leaving area stain free.
- Carpets are required to be cleaned periodically using the Rotowasher at De Clare Court and Kensington Court on instruction from the Scheme Manager.

2. VINYL TILE/SHEET FLOORS

- Fully wash down with a proprietary water/detergent mix leaving area stain free. Machine scrub/but no polish on a regular basis.
- Ensure all necessary protection is maintained to cleaned areas until dried sufficiently as to not cause a hazard.

3. STAIR HANDRAIL BALUSTRADES, ETC

- Fully wash down with a proprietary water/detergent mix leaving area stain/dust free.

4. STAIR NOSINGS

- Fully wash down with a proprietary water/detergent mix leaving area stain/dust free.

5. WINDOW SILLS (INTERNAL)

- Fully wash down with a proprietary water/cream liquid detergent mix leaving stain/dust free.
- Every second visit, follow above specification with:
Apply a proprietary spray polish and clean down leaving area dust free.

6. WINDOW FRAMES (INTERNAL)

- Fully wash down with a proprietary water/cream liquid detergent mix leaving area stain/dust free.
- Every second visit, follow above specification with:-
Apply a proprietary spray polish and clean down leaving area dust free.

7. WINDOW GLASS (INTERNAL)

- Entrance doors and glazing to lobby areas:- fully wash down internal faces with an approved proprietary liquid glass cleaner leaving areas stain and streak free.
- Internal only glass - fully wash down 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.
- Cleaning of tenant's flat windows located in the corridors at De Clare Court and Kensington Court - fully wash down face with an approved proprietary liquid glass cleaner leaving areas stain and streak free.
- The above excludes glazing within tenants flats.

8. DOOR FRAMES

- Every visit, apply a proprietary spray polish and clean down leaving area dust free.
- Periodically - fully wash down with a proprietary water/cream liquid detergent mix leaving area stain/dust free.

9. EXTERNAL BALCONIES & PATIOS (SURFACES)

- Fully brush down, collect debris arising and discard to contractors tip.
- Wash down with an approved proprietary water/bleach mix leaving area stain free.

10. EXTERNAL BALCONIES (HANDRAILS)

- Fully wash down with an approved proprietary water/detergent mix leaving area stain/dust free.

11. LIFTS

- Floor – Fully wash down with a proprietary water/detergent mix leaving area stain free. Machine scrub/but no polish on a regular basis. Ensure all necessary protection is maintained to cleaned areas until dried sufficiently as to not cause a hazard .
- Metal walls and floors – clean with an approved stainless steel cleaner leaving stain/odour and dust free.
- Matted walls and ceiling plastic light covering – apply an approved proprietary spray polish and wipe down leaving stain/dust free.
- Control panel – wipe down using proprietary wipes leaving stain free.

12. O/H DOOR CLOSERS

- Apply an approved proprietary spray polish and wipe down leaving stain/dust free.

13. LIGHT SWITCHES

- Apply an approved proprietary spray polish and wipe down leaving stain/dust free.

13. FIRE ALARM BREAK GLASS CALL POINTS

- Apply an approved proprietary spray polish and wipe down leaving stain/dust free.

14. SKIRTINGS

- Apply an approved proprietary spray polish and wipe down leaving stain/dust free.
- Periodically - fully wash down with a proprietary water/cream liquid detergent mix leaving area stain/dust free.

16. DADO RAILS

- Apply an approved proprietary spray polish and wipe down leaving stain/dust free.

17. INTERNAL BIN STORE

- Empty bins and remove to external bin store
- Wash down base of store with an approved proprietary water/bleach mix leaving area stain and odour free.

18. EXTERNAL BIN STORE

- Fully brush down, collect all debris arising and discard to contractors tip.
- Wash down base of store with an approved proprietary water/bleach mix leaving area stain and odour free.
- Report all items of disrepair to the Scheme Manager.

19. W/C

- Fully wash down all external faces of pan, seat, cistern, with an approved water/bleach mix leaving stain free.
- Fully wash down all internal faces of pan with a proprietary neat bleach mix leaving area stain free.
- Upon completion, apply and leave on internal faces of pan, and approved liquid w/c cleaner with fragrance.
- Replenish hand towels, toilet rolls and soap as required, client will supply. Notify client when supplies need re-ordering.

- Empty bins as necessary.

20. GUEST ROOMS - (De Clare Court, Kensington Court, Williams Court, Croft Court, Hanover Court, Milford Haven and Hanover Court, Tenby)

In addition to normal cleaning you will be expected to undertake the following:-

- Weekly laundering of bed linen to include ironing for guest rooms – to be cleaned as required after guests have departed.
- Shower and taps must be run weekly .Disinfecting shower heads in guest rooms to be completed every 3 months.
- Clean fridge, kettle and crockery and replenish complimentary refreshments as necessary.

21. OTHER AREAS

- Shop Area – wipe down, polish and Hoover regularly, clean fridges, etc
- Laundry Area – In addition to normal cleaning you will be expected to wipe down and clean soap dispenser drawers. Clean out dryer draws (lint).
- Residents communal kitchen – clean all surfaces with proprietary cleaner and regularly clean kitchen equipment to a high standard to include fridge/freezer, dishwasher, microwave, oven.
- Louvre Blinds in residents lounge, TV Room, communal areas and Scheme Manager's office – keep clean and dust free at all times
- Cigarette bins – to be emptied on a monthly basis or as the need is identified. These are situated in De Clare Court, Kensington Court, Williams Court and Hanover Court, Tenby.
- Scooter Store – clean and wipe down all areas on a weekly basis
- Store Rooms – clean monthly or at Scheme Manager's request so free of dust.
- Sluice rooms and cleaning areas with sinks – wipe down weekly and run taps

22. ASSISTED BATHROOMS – (De Clare Court and Kensington Court only)

- Fully wash down all external faces of bathroom furniture, with an approved water/bleach mix leaving stain free.
- Fully wash down all internal faces of bathroom furniture with a proprietary neat bleach mix leaving area stain free and run bath taps

- Upon completion, apply and leave on internal faces of toilet pan, an approved liquid w/c cleaner with fragrance.
- Replenish hand towels, toilet rolls and soap as required, client will supply. Notify client when supplies need re-ordering.
- Empty bins as necessary.

23. COMMERCIAL KITCHEN (De Clare Court and Kensington Court only)

- Deep clean kitchen every 6 months after the hours of 4.30pm and completed before 8.00am the following day to the following specification.

Specification

Deep clean commercial kitchens at Kensington Court and De Clare Court leaving all surfaces and equipment, dust, grease free and sanitised. De cobweb, wash and sanitise ceilings including ceiling vents and light casings

- Dismantle and clean all fans, re construct fans
- Clean out fly executers and clean casings
- Clean all inside windows and fly screens
- Wash and sanitise all walls, moving all appliances and equipment
- Clean kitchen canopies including filters and ducting
- Clean all fryers, ovens, griddles, combi ovens
- Clean all appliances and equipment (unscrew tin opener and clean before replacing
- Clean exterior of all fridges and freezers including tops
- Move all stock off racking, clean and sanitize racking, replace stock
- Clean and sanitise all benches including legs, moving ones that are not attached to get behind them
- Clean and sanitise all pipework and skirting boards
- Clean and sanitise all doors and frames
- Clean and sanitise all shelving
- Clean and sanitise all sinks and drains
- Scrub all floors
- In front of house, clean hot cupboards and serving equipment including glass
- Clean and sanitise all shelving, serving counters and display areas, clean and buff mirrors

24. REFUSE SACKS

- Where and when required collect all refuse sacks from the corridors outside tenants flat and remove to collection point.
Collection times to be agreed with the Scheme Manager at each location.
This service is required at the following schemes:-

- Lot 1 - De Clare Court, Merlins Bridge
- Lot 2 - Kensington Court, Steynton
- Lot 5 – Williams Court, Narberth
- Lot 6 – Hanover Court, Milford Haven
- Lot 7 - Hanover Court, Haverfordwest
- Lot 8 - Marychurch Court, Haverfordwest

25. SCHEME MANAGER'S OFFICE

- High and low level weekly dusting and polishing
- Weekly hoovering of floor area
- Monthly cleaning of internal glass window
- Daily emptying of waste paper bin when on site and removing to external bin store

26. MEETING & STAFF ROOMS – (DE CLARE COURT & KENSINGTON COURT ONLY)

- High and low level weekly dusting and polishing
- Weekly hoovering of floor area
- Monthly cleaning of internal glass windows

27. SPECIAL CLEANING REQUIREMENTS

- Cleaning of bodily fluid spills in communal areas as instructed by Scheme Manager

WORK SCHEDULE – INTERNAL CLEANING- COMMUNAL AREAS - SHELTERED HOUSING & HOMES FOR LIFE SCHEMES

- A. Cleaning to be carried out daily Monday to Friday 9.30am to 2.30pm, 52 weeks per year including Bank Holidays, at De Clare Court, Merlins Bridge, Kensington Court, Steynton, and Williams Court, Narberth.
- B. All other locations should be cleaned as per the cleaning schedule below.
- C. Contractor should include all cleaning materials and equipment.
- D. Contractor should ensure that they have sufficient employees to cover this daily schedule

<u>Day to be cleaned</u>	<u>Scheme/Address</u>	<u>*Hours per week</u>
Daily – 5 days	Lot 1 – De Clare Court, Merlins Bridge	27
Daily – 5 days	Lot 2 – Kensington Court, Steynton	27
One day	Lot 3 - Hanover Court, Tenby	4
One day	Lot 4 - Acorn Height, Tenby	3
Daily – 5 days	Lot 5 – Williams Court, Narberth	15
One day	Lot 6 - Hanover Court, Milford Haven	3
One day	Lot 7 - Hanover Court, Haverfordwest	1
One day	Lot 8 - Marychurch Court, Haverfordwest	2
One day	Lot 9 - Paterchurch Court, Pembroke Dock	1
Tuesday	Lot 10 - Croft Court, Pembroke	4