

STANDARD SPECIFICATION FOR CLEANING SERVICES

SCHEME ADDRESS: HOUSING VOIDS

AREA	TASK	PERFORMANCE STANDARD	FREQUENCY
THROUGHOUT PROPERTY	Remove all cobwebs	Mats to be free of dirt, dust and litter	
THROUGHOUT PROPERTY	Remove all drawing pins, cello-tape and blue-tack from walls and ceilings		
THROUGHOUT PROPERTY	Vacuum all carpets		
THROUGHOUT PROPERTY	All internal hard floors are to be thoroughly cleaned and moped over with a fragrant disinfectant.	Remove all scuff marks and paint splashes wherever possible.	
THROUGHOUT PROPERTY	Clean down all electrical sockets, light fittings and switches		
THROUGHOUT PROPERTY	Dusting all surfaces	All surfaces free from dust.	
THROUGHOUT PROPERTY	Deodorize all rooms	Air fresheners to be left in all rooms.	
THROUGHOUT PROPERTY	Wash down all Skirting Boards	All surfaces should be left free of dirt, stain marks.	
THROUGHOUT PROPERTY	Clean Radiators	Radiators will be cleaned at the front and as much as possible elsewhere without removing or stripping component parts.	
THROUGHOUT PROPERTY	New fixtures and fittings – remove labels	Remove all labels and packaging from new fittings and fixtures, including sanitary ware and kitchen units.	
THROUGHOUT PROPERTY	Clean Doors - Internal	All doors (including front door, door frames, architraves and linings) are to be thoroughly cleaned.	

DOORS - EXTERNAL	Wash down front and rear doors and frames.		
KITCHEN	All kitchen units, work surface, cupboards, drawers, sinks and taps are to be thoroughly cleaned inside and out, and wiped over with an anti-bacterial spray.	All surfaces should be left free of dirt, stain marks.	
	Internal tiled wall areas are to be thoroughly cleaned and wiped over with anti-bacterial spray	Cleaning will leave no marks. All residue will be rinsed away and cleaning will be finished streak free.	
WALK IN STORAGE CUPBOARDS/LARDERS	Sweep and mop	All surfaces should be left free of dirt.	
BATHROOM	All bathroom fittings (toilet, sink, bath, taps, etc) are to be thoroughly cleaned and wiped over with an anti-bacterial spray.	Toilet cleaning will include back, front, inside, the seat and the 'U' bend. A proprietary toilet 'duck' shall be used on the inside of the WC pan and a toilet strip left to confirm that it has been cleaned.	
	Internal tiled wall areas are to be thoroughly cleaned and wiped over with anti-bacterial spray	Cleaning will leave no marks. All residue will be rinsed away and cleaning will be finished streak free.	
STAIRWAYS & STEPS	Stairways and steps are to be swept and thoroughly cleaned.		
WINDOWS	All windows and frames to be thoroughly cleaned and washed down, both inside and out.	Windows panes should be free from grease, dirt, water and rubber marks, stains or streaks.	
EXTERNAL	Clean tiled areas	All external tiled areas are to be thoroughly cleaned	

Please note the following: -

- 1. The contractor shall provide, run and maintain suitable machinery & tools in accordance with the manufacturer's instructions and health and safety recommendations for safe use, for cleaning services, at no additional cost.**
- 2. The contractor will be required to submit Health and Safety monitoring sheets for each visit (see attached), which will be submitted with monthly invoices for works undertaken, each equal to 1/12th of the annual contract value (+ the cost of any additional works approved by the Old Road Team).**

- 3. Appropriate protection and signage to be in place whilst works are in progress to ensure the health and safety of staff, contractor's operatives and the general public where applicable.**
- 4. Fuel for machinery should be included in the quotation figure, and the contractor will ensure safe storage and transport of any fuels in accordance with health and safety guidelines.**
- 5. All additional work is to be authorised in advance by the Property Services Department and the Estate Management Department, invoiced separately along with the normal monthly charge.**
- 6. All chemicals used must be non-hazardous to animals and people and used according to manufacturer's instructions, COSHH documentation and control measures must be provided prior to any works being undertaken.**
- 7. All work is to be carried out in accordance with the Mid Devon District Council Code of Conduct.**