

APPENDIX 03

STANDARD CLEANING SPECIFICATION

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CONTRACTOR:

DEVELOPMENT:

SCHEME REFERENCE:

Schedule of duties	Frequency	Price
<p>All internal glass in doors, windows, partitions, including all entrance doors (both inside & out) to be cleaned and all finger marks removed. All walls, ceilings, doors, porches, ledges, balustrades, stairwells and hallway to be dusted and all wood work and balustrades damp wiped with cleaning fluid. Carpet areas to be cleaned and vacuumed. All free papers and junk mail to be removed. Hard standing areas outside buildings entrance doors to be swept clean and litter cleared away.</p>	Weekly	£
<p>Litter pick all external areas.</p>		£
<p>All internal and external lights to be checked and bulbs replace where required. All bulbs to be invoiced separately. When faults are found with the lighting – notify OM Property Management.</p>		£
<p>Remove all cobwebs.</p>		£
<p>Sweep and clean with water all hard flooring, i.e., porch areas, tiles, lift floors and lino where appropriate.</p>		£
<p>Lift cabin interior to be generally cleaned, all finger marks removed and dusted. Door sills and grooves to be vacuum cleaned, use white spirit or kerosene to loosen any solidified dirt. Cabin *carpets to be vacuum cleaned/ *tiled floors to be swept, damp wiped with cleaning fluid and polished. Stainless steel lift landing doors and frames. * Polished stainless steel – has a very sensitive finish. Only apply a preparatory stainless steel polish. Spray the surface and wipe with a clean white cotton cloth, then buff with a clean white cotton cloth to a highly polished finish. Patterned/ etched stainless steel – Clean surface with warm soapy water (non detergent) and rinse off using a cleaned dampened cloth using cool clean water. Allow to dry and then buff with a clean white cotton cloth.</p>		£

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<p>* Coloured Stainless steel – requires extreme care. Clean surface with warm soapy water (non detergent) and rinse off using a cleaned dampened cloth using cool clean water. Allow to dry and then buff with a clean white cotton cloth.</p> <p>Care must be taken not to use excessive amounts of water in or around the lift cabin.</p>		£
<p>Bin stores to be kept cleared, swept, washed out and disinfected.</p>		£
<p>Refuse chute lobby to be kept cleared, swept, washed and disinfected. Access hatch metalwork to be disinfected and cleaned appropriate to the material.</p>		£
<p>Smoke alarms to be checked, vacuum cleaned to remove dust and batteries replaced when required – if faulty, notify OM Property Management. All new batteries to be billed separately.</p>		£
<p>Smoke alarm batteries to be replaced annually.</p>		
<p>Check and adjust all entrance and lobby door closing mechanisms. Any defective or missing door stops are to be replaced. All new door stops to be invoiced separately. Remove any door wedges and ensure all fire doors are left closed.</p>		£
<p>Check and adjust all door entry and lighting time clocks especially when clocks go forward and back.</p>		£
<p>Ensure that all communal electricity points are switched off after use and replace any missing child socket protection covers. All new socket protection covers to be billed separately.</p>		
<p>All external communal windows and frames to be cleaned. Including the cost of labour, materials and access equipment.</p>		£
<p>All external flat windows and frames to be cleaned. Including the cost of labour, materials and access equipment.</p>		£
<p>All brasswork to polished or cleaned if lacquered.</p>		£
<p>All wall marks/scuff, etc, to be removed from walls and woodwork using water and cream cleaner.</p>		£
<p>All plastic stair treads to be cleaned using appropriate domestic floor cleaners.</p>		£
<p>Light shades to be removed and cleaned twice annually in January and July.</p>		£
<p>Jet wash and disinfect all metal refuse bins.</p>		£
<p>Display warning signs whilst cleaning in progress especially with regard to trailing electrical leads and wet floors.</p>		
<p>Report any matters of concern including loose floor coverings or other trip hazards, broken electric sockets, light switches, etc, and any damage to common parts.</p>		
<p>A cleaner's card will be left on site upon the notice board or within a service cupboard, which is to be signed and dated upon each visit.</p>		

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<p>Please advise TOTAL number of man hours required to complete all the tasks listed above at each service visit.</p> <p>Please note that this part must be completed otherwise the tender will be declined.</p> <p style="text-align: center;">TOTAL excluding VAT</p> <p style="text-align: center;">VAT</p> <p style="text-align: center;">TOTAL per ANNUM</p> <p><u>The total contract price will be deemed to be inclusive of VAT should your company become VAT registered during the contract year.</u></p>	<div style="border: 1px solid black; width: 100px; height: 50px; margin-bottom: 10px;"></div> <p style="text-align: right;">Number of hours</p> <p style="text-align: right;">£</p> <p style="text-align: right;">£</p> <p style="text-align: right;">£</p>
VAT REGISTRATION NUMBER	
PUBLIC LIABILITY INSURANCE POLICY NUMBER IS	
FOR THE VALUE OF	
SIGNED BY	DATE
COMPANY NAME	
COMPANY ADDRESS	
Tel:	Mobile No.

Please give a separate price for the following:

All communal carpets to be shampooed and steam cleaned twice per annum in April and October. Price per occasion excluding VAT.		£
Lino to be sealed and polished twice per annum in April and October. Price per occasion excluding VAT		£

Please note that all contractors must be accredited to the 'Safecontractor' scheme operated by National Britannia Ltd. For further information please contact Safecontractor on 02920 859217 or visit their website at www.safecontractor.com

Please ensure that a copy of your Safecontractor accreditation certificate is included.

* delete as appropriate.