

Fortnightly Sample – 2016

Cleaning Specification

SCHEDULE FOR THE CLEANING AND UPKEEP OF COMMUNAL HALLWAYS

Please note

The amount of time spent on site, the anticipated number of operatives attending the site and the day of the week will be detailed.

The below represents the general work expected to be carried out on site but should not be considered as comprehensive. An area or areas not specifically mentioned or obviously required should not be excluded from your work schedule or price. An area or areas of work obviously not needed to this site but included below do not form part of the contract. Should there be any doubt on what is or what is not included, full clarification should be sought and any amendment made prior to the contract commencing.

Fortnightly

Vacuum all floors, stairways and carpeted areas.

Take up mats from wells, shake, sweep out wells completely and replace mats.

All interior door glass to be cleaned/polished.

All surfaces to be wiped clean of dust (except individual flat doors, frames and door furniture).

Any scuff marks to be removed from painted walls with suitable detergent.

Staircase and handrails to be cleaned.

Check all internal and external light fittings and replace dead bulbs where necessary.

Light shades are to be cleaned whenever bulbs are changed and when forwarding monthly invoice, ensure it is stated on which floor bulbs have been replaced.

Remove all junk mail and free newspaper, etc.

Remove all cobwebs as needed.

Monthly

Test all smoke alarms and replace batteries as necessary (where necessary).

Cleaning of communal windows inside only.

General

Bin Stores

Torn rubbish bags to be double bagged as necessary.

Apply suitable commercial disinfectant to base of dustbin as required but not less than once per month.

Advise Managing Agents of any problems or queries you find in connection with the Property.

Additional

Holiday/Sickness

Sickness leave must be covered as necessary. As part of the contract, LawN & Border operatives can take holiday each year to the equivalent of 2 visits – one of which will be during Christmas week.

Requests/Complaints

The contractor must respond to requests/complaints promptly and efficiently. These are to be relayed to you by an appointed representative of the Residents Committee.

Supply of Materials

The contractor shall supply materials as necessary to execute the above works. Any additional costs over and above those included in your contract will be covered by the Residents Committee/Managing Agents.

Water to be made available on site. Electricity is available from the blocks of flats. Access to keys must be organised before your visit if required.

Safety on Site

The contractor is to observe the conditions of any Health and Safety legislation applicable to this contract and additionally must satisfy the Residents Committee that suitable and adequate insurance is in force. All due care is to be taken in respect to the public.

Contractors must supply a valid Health & Safety Document.

Any Health & Safety issues arising on site should be reported to one of the managing agents/directors at your earliest convenience.

Administration

Where, in the contractors opinion, weather conditions do not permit working outside on any given day(that has not been allowed for), then this will be regarded as a 'lost' day and no payment will be due for this day unless the contractor offers an alternative day within the next ten days after the lost day.

The contractor is to provide and complete the work sheet on the notice board/wall (where applicable) in the entrance hall of the flats for every visit, giving details of the date, time of arrival and a brief description of the work completed.

The contractor will submit an invoice to the Residents Committee on a monthly basis.

Schedule of Works

The appointed contractor is to adhere to the schedule of works as closely as possible to maintain the site in good order.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grass Cutting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lawn Treatment				✓					✓			
Path Treatment			✓					✓				
Communal Tidy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hedges				✓	✓					✓	✓	
Bed Renovation			✓	✓								
Snow/Grit	✓	✓									✓	✓

The ticks show the preferred periods when those items of work could and should be carried out, or when it might be required, not when it must be carried out. EG winters are much milder of recent, so it is possible that you could be cutting grass in every month of the year. In recent years, you would not have done this in any month from November to March when snow had fallen.

