

CLEANING CONTRACT SPECIFICATION
JUBILEE COURT, CHADWICK CLOSE, NEWBOLD VERDON

<u>LOCATION</u>	<u>WORK TO BE CARRIED OUT</u>	<u>FREQUENCY</u>
Internal communal areas	Vacuum all carpeted floors and stairs.	2 weekly
	Dust all ledges including skirtings, window ledges, bannisters etc.	2 weekly
	Damp wipe all gloss paint work to remove all possible marks and soilage. Remove all cobwebs.	2 weekly
	Spot clean interior painted walls up to 1.5m high to remove all marks and graffiti.	2 weekly
	Lift, shake out and sweep mats at communal entrances and floors beneath.	2 weekly
	Remove all rubbish from hallways and meter cupboards, placing into bins where possible.	2 weekly
Bin stores	Clear all waste and put into bins.	2 weekly
External communal areas	Remove all litter.	4 weekly
Communal doors and surrounding windows	Clean inside and outside. Wipe frames and sills.	4 weekly
Communal windows	Clean all accessible windows inside and outside. Wipe frames and sills.	3 monthly
Communal light fittings	Remove all diffusers and shades, clean and replace.	12 monthly
Report the following to LHA Granby Street office: Large items and bags of rubbish, excess graffiti, missing stair nosings, broken communal doors and windows.		