

REGULAR CLEANING SCHEDULE: 8-10 HOURS

RECEPTION (ENTRANCE)
Floor - vac
Dust all ledges & corners, inc. radiators
Wipe all switches & sockets
Remove any marks from radiator and walls
Clean windows and doors inside
Empty waste bins & replace bags
CIRCULATION (OUTSIDE OFFICE)
Floor – mop/vac
Dust all ledges & corners, inc. radiators
Wipe all switches & sockets
Remove any marks from walls
Clean windows and doors
PUBLIC TOILETS (Internal and External Toilet Block)
Floors – mop
Wash toilet pans, seats, urinals
Clean basins & taps
Wipe all switches & sockets
Damp wipe (disinfect) walls (where marked), doors and fittings (handles)
Dust all corners & ledges, inc. radiators & vents
Clean hand dryers
Empty waste bins & replace bag
ROOM
Floor – mop/vac
Clean tables
Damp wipe walls (where marked), doors and fittings (handles)
Clean glass
Wipe all switches & sockets
Dust all ledges & corners, inc. radiators
Wipe any chairs, which need cleaning
Empty waste bins & replace bags
CHAMBERS
Polish main table if needed & wipe others
Floor - vac

Wash/dry crockery if needed
Dust all ledges & corners inc. radiators
Clean windows and doors if needed
Clean vents and chairman's boards/clock/shelves when needed
Polish/wipe chairs
Empty bin & replace bag
KITCHEN
Empty bin & replace bag
Clean outside of cooker (clean inside when needed)
Clean fridge inside & out if needed – defrost every 2 months
Check boilers & kettles for scale & descale when necessary
Clean microwave
Clean all tiles and cupboard doors
Wipe switches and sockets
Floor – mop/vac
Clean surfaces of boiler, kettles, dryer etc.
Check all cupboards and ensure cups etc. are clean, dry and stacked in an orderly manner
Sanitise all work surfaces & trays
Dust all ledges & corners, inc. radiators
Every 2 months, clean the inside of the cupboards
Wash/dry crockery if needed
HALL
Clean free standing tables
Clean folding tables & chairs when needed
Floor – machine or mop or polish
Clean all glass and doors (inside)
Dust all ledges & corners, inc. radiators
Empty bins & replace bags
Wipe switches and sockets
Remove any marks from radiator and walls

OTHER
Periodically strip & reseal floors as directed by Council
Clean outside windows when needed

GENERAL

Materials & equipment:

Provide all cleaning equipment and materials, to include cloths, dusters, polish, all chemicals, black bags, bin liners, buffing pads.

Vacuum cleaner, buffing and polishing machine, long handled dusters, colour coded mops & buckets, brushes & dustpans.

Comply with all relevant Health & Safety issues in respect of control of substances Materials and equipment to be stored off site.

NB This is not an exclusive list, it is merely indicative of the minimum required to satisfactorily undertaking the works.

Attendance:

It is anticipated that a regular cleaner will be employed on site and any periods of absence through holidays, sickness, etc., will be covered by a suitably experienced substitute.

It is expected that any staff employed on site will be paid a minimum of the National Living Wage and the Transfer of Undertakings and Protection of Employment (TUPE) will not apply to this contract.

The actual working hours will be as notified by the Head Groundsman or Assistant Clerk, which will be to accommodate the activities and bookings at Tydu Community Hall.

Workwear:

Cleaner will be attired in suitable workwear and personal protective equipment where required.

Invoicing:

Invoicing will be monthly and at the end of every calendar month (electronic invoicing is preferable).

Disputes and additional work:

Any disputes are to be reported to the Clerk to the Council as soon as they arise, along with any areas of additional work that requires payment.

General:

Any damage or maintenance works required, howsoever caused, should be notified to the Head Groundsman/Caretaker, for rectification as soon as practicable.

The contractor will provide the Clerk to the Council with copies of all necessary insurance policies and documentation so as to indemnify the Council from actions arising from the cleaning operation. The contractor must comply with all necessary and relevant Health & Safety at Work Legislation & good practice.

Two references will be required.

Tender Returns

Tenders must be marked as `Tender for Cleaning Services` and returned to:

Clerk to the Council
Tydu Community Hall
Welfare Grounds
Tregwilym Road
Rogerstone
Newport NP10 9EQ

or preferably electronically to:

rogerstoneccclerk@gmail.com