

Mr Teslim Fagbayi
Islington & Shoreditch
Housing Association
102 Blackstock Road
London N4

1st December 2008

ESTIMATE RE CLEANING COMMON PARTS MANDARIN
WHARF, DE BEAUVOIR PLACE, LONDON N1

INTERNAL AREAS – STAIRS, LANDINGS, MAIN ENTRANCE
HALLWAY AND LIFT

ONCE WEEKLY

- To dust all ledges, sills and skirtings.
- To dust handrails and balustrades.
- To spot clean glass vision panels to all internal doors.
- To clean main front entrance door, door furniture, door glass, letter boxes and intercom.
- To sweep small area in front of main front entrance.
- To dust all light fittings.
- To sweep and mop hard flooring.
- To sweep and mop cement landings outside tenants properties.
- To check lighting and change bulbs as necessary. (Cost to be added to monthly invoice).
- To clean lift cage doors, walls, call buttons and indicator panel.
- To sweep and wash lift floor.
- To clear debris from lift runners.

BIN AREA

- To pull out bins and recycling bins, litter pick, sweep wash/disinfect floor and replace all bins.

BICYCLE STORE AREA

To litter pick, sweep floor.

ONCE MONTHLY

To spot clean all walls.

To remove cobwebs from walls and ceilings.

ANNUAL CLEAN

To strip and seal with two coats of polish, all stairs, staircase landings and main entrance hallway.

To strip and seal with two coats of polish lift cage floor.

QUARTERLY CLEAN

To clean i/o to main front door glass.

All above work carried out for the sum of:

GENERAL CLEANING	£40.00 per week (EXC. VAT)
WINDOW CLEANING	£15.00 per quarter (EXC. VAT)
FLOOR MAINTENANCE	£120.00 per annum (EXC. VAT)
CARPET CLEANING	£520.00 per annum (EXC. VAT)