



COMMUNAL CLEANING (INTERNAL & EXTERNAL) SCHEDULE

Name of Estate: 200 Kingsland Road

Address: 200 Kingsland Road, E2 8EB

Relevant information

Bin collection day: DAILY STREET COLLECTIONS

Frequency of attendance by the cleaner: Monday

Days for attendance by the Neighbourhood Officer: Tuesday

Part A Core Tasks

Description of core tasks and works required	Frequency
Graffiti and chewing gum removal <i>Racist, sexist, homophobic or offensive graffiti to be removed within 24 hours of being noticed.</i> <i>Other graffiti to be removed within 10 working days</i>	To be checked at each visit
Cleanliness of windows <i>Clean all glass and cills to communal windows and doors, inside and outside</i>	4 Times a year
Cleanliness of ledges & window cills <i>Damp wiping of communal doors & furniture, ironmongery, light switches, balustrades, hand rails, entry control panels, bin shoot doors, skirting, ledges and remove any marks on the lower walls</i>	Each visit
Cleanliness of light fittings & working condition <i>Clean light fittings, covers, and shades including removing bugs from inside when defective bulbs are being changed</i>	As required
Sweeping & washing of communal stairs & landings. Washing down of tiles and painted walls <i>Sweeping and litter picking all internal surfaces and ensure they are 100% debris free. Mopping washing and disinfecting communal halls, lobbies, landings and stairs. Remove all cobwebs and hanging dust at high and low level within each block, landings, corridors, stairwells.</i>	Each visit
Entrance halls and lobbies <i>Mopping washing and disinfecting communal halls, lobbies, landings and stairs. Cleaning debris from communal mats.</i>	Each visit
Handrails, ledges and banister rails <i>Damp wiping of ironmongery, light switches, balustrades, hand rails, entry control panels, bin shoot doors, skirting, ledges and remove any marks on the lower walls</i>	Once a week (to be done at same time as mopping)
Cleanliness of walls in communal areas <i>Damp wiping of skirting, ledges and remove any marks on the lower walls</i>	Once a week

<p>Security and tidiness of intake rooms and dry stores <i>Ensure the doors to these rooms are securely closed and not been vandalised. Any vandalism to be reported to ISHA's repairs team. Ensure the intake room is tidy and free of residents' belongings and clutter.</i></p>	Each Visit
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Part B As and When Required

<p>Remove Bulk Refuse and Fly Tipping <i>To remove any bulk refuse as and when required, upon instruction from the client. To report fly tipping to ISHA immediately, tidy the area so it's ready for collection</i></p>	As and when required
<p>Communal Repair Reporting To report to ISHA any communal repairs, particularly involving Health & Safety issues</p>	Each Visit
<p>Deep Cleaning To undertake additional deep cleans of all internal communal floors and jet wash external hard surfaces twice yearly</p>	Twice per year
<p>Out of Hours Cleaning (Attendance 24 hours a day, 7 days a week, 365 days a year) To attend within 4 hours (max) any site in the contract area to clean up any blood, excrement, hazardous waste etc.</p>	As and When Required