

COMMUNAL CLEANING (INTERNAL & EXTERNAL) SCHEDULE

Name of Estate: Shoreditch Court

Address: 283 Queensbridge Road, E8 4EU

Relevant information

Bin collection day: ___Friday_____

Bins to be rotated on; _____EACH VISIT______

Frequency of attendance by the cleaner: _Monday & Friday

Days for attendance by the Neighbourhood Officer: ____ Monday & Friday

Part A Core Tasks

Description of core tasks and works required	Frequency
One Barling Areas	
Car Parking Areas Car parking areas to be cleaned and left debris and weed free.	Each Visit
Paths, roadways & courtyards	Each Visit
Paths, courtyards, roadways and all other areas of hard	
landscaping to be weeded and treated with weed sprayer	
in accordance with horticultural best practice	
Litter removal from communal areas, grassed areas &	Each visit
shrubs	
To litter pick and sweep this area and ensure they are	
100% debris free and remove all debris from site	
Graffiti and chewing gum removal	To be checked
Racist, sexist, homophobic or offensive graffiti to be	at each visit
removed within 24 hours of being noticed.	
Other graffiti to be removed within 10 working days	
Security of tank and meter rooms	Each Visit
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.	
Bin chambers, Rubbish Chutes & Communal Bins	Each visit
Check bins for rotation at each visit and move as	
required. Leave bin areas clean, jet wash as required.	
Clean Communal bins twice yearly. Check chutes and	
hoppers and remove any blockages.	
Cleanliness of windows	4 Times a year
Clean all glass and cills to communal windows and	
doors, inside and outside	
Cleanliness of ledges & window cills	Each visit
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	
Cleanliness of light fittings & working condition	As required

Clean light fittings, covers, and shades including removing bugs from inside when defective bulbs are being changed Sweeping & washing of communal stairs & landings. Washing down of tiles and painted walls 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. Entrance halls and lobbies Mopping washing and disinfecting communal halls, lobbies, landings and stairs. Cleaning debris from communal mats. Handrails, ledges and banister rails Damp wiping of ironmorgery, light switches, balustrades, hand raiis, entry control panels, bin shoot doors, skirting, ledges and remove any marks on the lower walls Lift or to be swept and mopped, lift grooves to be cleaned of all debris, use vacuum cleaner for this task Once a week Lift Qoors, panels and frames) Each Visit Lift doors ot these rooms and ermove any marks on the lower walls Once a week Deamp wiping of skirting, ledges and remove any marks on the lower walls Once a week Cleanliness of malls in communal areas Once a week Damp wiping of skirting, ledges and remove any marks on the lower walls Security and tidiness of intake rooms and dry stores Ensure the doors to these rooms are securely closed an		1
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Part B As and When Required

Remove Bulk Refuse and Fly Tipping 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	As and when required
Communal Tree Maintenance All works to trees must be subject to an instruction from the Client. And in accordance with Section 5 of M3NHF Schedule.	As and when required or upon direction by ISHA
Communal Repair Reporting	Each Visit
To report to ISHA any communal repairs, particularly involving Health & Safety issues	
Deep Cleaning	According to
To undertake additional deep cleans of all internal communal floors and jet wash external hard surfaces twice yearly	schedule
Out of Hours Cleaning	As and
(Attendance 24 hours a day, 7 days a week, 365 days a year)	When Required
To attend within 4 hours (max) any site in the contract area to clean up any blood, excrement, hazardous waste etc.	