



**COMMUNAL CLEANING & GROUNDS MAINTENANCE**  
**Schedule Summary for Residents**

Name of Estate: 8 – 32 Heathcroft Gardens

Address: Forest Road LONDON E17 4DY

Relevant information

Bin collection day: \_\_\_\_\_Wednesday\_\_\_\_\_

Bins to be rotated on; \_\_\_\_\_EACH VISIT\_\_\_\_\_

Frequency of attendance by the contractor: \_ Wednesday

Days for attendance by the Neighbourhood Officer: \_\_\_\_ Monday/Thursday

**Part A Core Service**

Description of core tasks and works required	Frequency
<b>Litter removal from communal areas, grassed areas &amp; shrubs</b> <i>To litter pick and sweep this area and ensure they are 100% debris free and remove all debris from site</i>	Each visit
<b>Graffiti and chewing gum removal</b> <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
<b>Grounds Maintenance – grassed areas</b> <i>Grassed areas to be mowed up to paving, fencing or other boundaries and lawn edges trimmed (any litter to be removed before the grass is cut). The grass to be left even in appearance. Grass cuttings to be removed immediately from site.</i>	Fortnightly in Season (April to September) , Monthly out of Season or as directed by ISHA
<b>Grounds Maintenance – weed clearance around borders and hedges</b> <i>To be weeded and treated with weed sprayer in accordance with horticultural best practice</i>	Twice a month or as directed by ISHA
<b>Grounds Maintenance - shrub bed &amp; hedge maintenance</b> <i>To be cut evenly and the shape of the hedge maintained unless there is good reason to vary the standard. All clippings and waste removed from site. Shrubs to be pruned when/where appropriate to stimulate healthy growth. Corrective pruning to take place to ensure that plants/shrubs do not cause a hazard including: where plants encroach over paths or lawns, or where climbing/tall plants block light or flues/vents. All leaves cuttings and dead plants to be cleared and removed at the end each visit.</i>	Twice a month or as directed by ISHA
<b>Part B As and When Required</b>	
<b>Remove Bulk Refuse and Fly Tipping</b> <i>To remove any bulk refuse as and when required, upon instruction from the client. To report fly tipping to</i>	As and when required

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