

<u>COMMUNAL CLEANING & GROUNDS MAINTENANCE</u> <u>Schedule Summary for Residents</u>

Name of Estate: Willow Tree Court Address: Forest Road LONDON E17 6HB

Relevant information

Bin collection day: _____Tuesday____ Bins to be rotated on; ____EACH VISIT____ Frequency of attendance by the contractor: _ Wednesday Days for attendance by the Neighbourhood Officer: ____ Monday/Friday

Part A Core Service

Description of core tasks and works required	Frequency
Litter removal from communal areas, grassed	Each visit
areas & 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 at each visit
Racist, sexist, homophobic or offensive graffiti to be	
removed within 24 hours of being noticed.	
Other graffiti to be removed within 10 working days	Each Visit
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.	
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 &	Each visit
landings. Washing down of tiles and painted walls	Each visit
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	Each visit
Mopping washing and disinfecting communal halls,	

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Communal Repair Reporting Each Visit	Communal Repair Reporting	Each Visit
To report to ISHA and communal repairs, particularly		
	To report to ISHA and communal repairs, particularly	
	To report to ISHA and communal repairs, particularly involving Health & Safety issues Deep Cleaning	Twice yearly

To undertake additional deep cleans of all internal communal floors and jet wash external hard surfaces twice yearly	
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.	As and When Required