



COMMUNAL CLEANING (INTERNAL & EXTERNAL) SCHEDULE

Name of Estate: Green Lanes

Address: 321 Green Lanes, Manor House, N4 2ES

Relevant information

Bin collection day: Wednesday

Bins to be rotated on; ____ EACH VISIT _____

Frequency of attendance by the cleaner: Monday

Days for attendance by the Neighbourhood Officer: Tuesday

Part A Core Service

Description of core tasks and works required	Frequency
Car Parks <i>Ensure this area is litter free and free of weeds, and bays are clearly marked</i>	<i>Each Visit</i>
Paths, roadways & courtyards <i>Paths, courtyards, roadways and all other areas of hard landscaping to be weeded and treated with weed sprayer in accordance with horticultural best practice</i>	Each Visit
Litter removal from communal areas, grassed areas & shrubs <i>To litter pick and sweep this area and ensure they are 100% debris free and remove all debris from site</i>	Each visit
Graffiti and chewing gum removal <i>Racist, sexist, homophobic or offensive graffiti to be removed within 24 hours of being noticed. Other graffiti to be removed within 10 working days</i>	To be checked at each visit
Security of tank and meter rooms <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>	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</i>	Each visit

<i>remove any marks on the lower walls</i>	
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
Bin chambers, Rubbish Chutes & Communal Bins <i>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.</i>	Each visit
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>	Each Visit
Grounds Maintenance – grassed areas <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
Grounds Maintenance – weed clearance around borders and hedges <i>To be weeded and treated with weed sprayer in accordance with horticultural best practice</i>	Twice a month or as directed by ISHA
Grounds Maintenance - shrub bed & hedge maintenance <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

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>	<p>As and when required</p>
<p>Communal Tree Maintenance <i>To be determined.....</i></p>	<p>As and when required or upon direction by ISHA</p>
<p>Communal Repair Reporting To report to ISHA and communal repairs, particularly involving Health & Safety issues</p>	<p>Each Visit</p>
<p>Out of Hours Cleaning (Attendance between 5.00pm to 9.00 am, 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>	<p>As and When Required</p>

In addition to the above specification, the following work will be carried out on a weekly basis;

Toilets & Bathrooms

- Wipe toilet seats with hygienic sanitizer and leave toilets seats closed
- Brush clean and disinfect toilet bowls
- Wipe clean pipe work with disinfectant and leave dry
- Clean, remove lime scale marks, rinse and dry wipe to leave smear-free all wash basins, bathtubs and showers
- Sweep and mop floors