

COMMUNAL CLEANING (INTERNAL & EXTERNAL) SPECIFICATION

Name of Estate: 317a Hoe Street
 Address: Exchange House, Hoe Street E17 9BG
 Bin collection day: Thursday
 Frequency of cleaning attendance: ONCE A WEEK - Thursday

<i>Routine Cleaning</i>	<i>Frequency</i>
Communal Entrance/Exit Areas	
Litter Pick/Remove Refuse (Internal & External)	Each visit
Internal Remove cobwebs from window and ceiling areas, lights, fixtures etc. which can be reached from standing height	Each visit
External Remove cobwebs from communal door sets, lights etc.	Each visit
Mats and Matwells	Each visit
Hard Surfaces – Sweep (External entrance and outside bin area)	Each visit
Vacuum Soft Flooring	N/A
Mop Floors	Each visit
Wash/wipe all doors, porches, surrounds etc.	Each visit
Wash/wipe all fixtures and fittings	Each visit
Porch's/Canopies – Clean and remove rubbish	N/A
Communal Floors, Hallways, Landings, Stairs	
Stairways - Litter Pick/Remove Refuse	Each visit
Stairways - Remove cobwebs from window and ceiling areas, lights, fixtures etc. which can be reached from standing height	Each visit
Stairways - Sweep	Each visit
Stairways – Vacuum Soft Flooring	N/A
Stairways – Mop	Each visit
Stairways – Wash/wipe Doors and surrounds, panels screens, etc.	Each visit
Stairways - Wash/Wipe Furniture, fixture, and fittings	Each visit
Residents Landings – Litter Pick/Remove Refuse	Each visit

Remove cobwebs from window and ceiling areas, lights, fixtures etc. which can be reached from standing height	Each visit
Residents Landings - Sweep	Each visit
Residents Landings/Chute Rooms - Vacuum Soft Flooring	N/A
Residents Landings - Mop	Each visit
Residents Landings - Wash/wipe Doors and surrounds, panels screens etc.	Each visit
Residents Landings – Wash/wipe furniture, fixtures, and fittings	Each visit

<i>Routine Cleaning</i>	
Bin Rooms/Stores	
Sweep/Litter Pick/Remove Refuse/mop floors etc.	Each visit
Pressure Clean Floors/Walls/Ceilings/Bins etc.	Bi-Annual
Keep refuse chutes clear (*nb Chute Rooms are not applicable to all Blocks)	N/A
Gutters – keep clean and free running	N/A
Bin areas to High Rise Blocks	N/A
Lifts	
Sweep cars, inc lift runners	Each visit
Mop/wash internal surfaces	Each visit
Wash external parts, i.e. doors	Each visit
Miscellaneous	
Check and report defective lights	As required
Keep miscellaneous rooms clear	As required
Keep gullies/drains clear	As required
Wash down walls	As required
Communal Window Cleaning Quarterly	
Communal Areas (External and Internal) - Window Cleaning	3 monthly