

## COMMUNAL CLEANING (INTERNAL & EXTERNAL) SPECIFICATION

Name of Estate: 859 Lea Bridge Road  
 Address: Lea Bridge Road E17 9NZ  
 Bin collection day: Wednesday  
 Frequency of Cleaning attendance: ONCE A WEEK - Friday

<b><i>Routine Cleaning</i></b>	<b><i>Frequency</i></b>
<b>Communal Entrance/Exit Areas</b>	
Litter Pick/Remove Refuse (Internal & External)	Each visit
<b>Internal</b> Remove cobwebs from window and ceiling areas, lights, fixtures etc. which can be reached from standing height	Each visit
<b>External</b> Remove cobwebs from communal door sets, lights etc	Each visit
Mats and Matwells	Each visit
Hard Surfaces – Sweep (Internal and External)	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
<b>Communal Floors, Hallways, Landings, Stairs</b>	
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/Chute Rooms – 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/Chute Rooms - Sweep	Each visit
Residents Landings/Chute Rooms - Vacuum Soft Flooring	N/A
Residents Landings/Chute Rooms - Mop	Each visit
Residents Landings/Chute Rooms - Wash/wipe Doors and surrounds, panels screens etc.	Each visit
Residents Landings/Chute Rooms – Wash/wipe furniture, fixtures and fittings	Each visit

<b><i>Routine Cleaning</i></b>	
<b>Bin Rooms/Stores</b>	
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	Tasks to be undertaken Saturday and Sunday including all Bank Holidays with the agreement of the Client's Representative.
<b>Lifts</b>	
Sweep cars, inc lift runners	Each visit
Mop/wash internal surfaces	Each visit
Wash external parts, i.e doors	Each visit
<b>Miscellaneous</b>	
Check and report defective lights	As required
Keep miscellaneous rooms clear	As required
Keep gullies/drains clear	As required
Wash down walls	As required
<b>Communal Window Cleaning Quarterly</b>	
Communal Areas (External and Internal) - Window Cleaning	3 monthly

Grounds Maintenance

Frequency of attendance: March – October: Every 2 weeks unless stated otherwise  
November – February – Once a month (winter upkeep maintenance)

<p><b>Grassed Areas</b> Grassed areas to be mowed up to paving, (minimum length of grass 60mm) fencings or other boundaries and lawn edges trimmed</p> <p>(any litter to be removed and disposed of before the grass is cut)</p> <p>The grass to be left even in appearance</p> <p>(in very wet conditions, cutting to be suspended until conditions allow cutting to continue without damage to the grass – when applicable ISHA to be notified via email)</p> <p>Grass cuttings to be removed immediately from site</p>	<p>Every 2 weeks March to October</p> <p>Once a month November to February</p>
<p><b>Hard landscaping</b> Paths, courtyards, car parks and all other areas of hard landscaping to be weeded and treated with weed sprayer in accordance with horticultural best practice</p>	<p>4 times per annum or as when weed growth on hard surface appear. This is a weed spraying function where glyphosate is applied.</p>
<p><b>Beds and Borders</b> Litter will be removed before work is commenced on all planted areas</p> <p>Flowers to be dead-headed Soil surface to be left loose and aerated after work</p> <p>Shrubs to be pruned when/where appropriate to stimulate healthy growth</p> <p>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 pr flues/vents</p> <p>All leaves cuttings and dead plants to be cleared and removed at the end each visit.</p>	<p>Each visit</p> <p>This applies to roses and flowering species that can be dead headed.</p> <p>2 per year - March and November</p> <p>On each visit should this be required.</p> <p>Each visit</p>

<p><b>Trees</b></p> <p>All planted trees up to semi-mature status to be inspected every 3 years and a report on the findings provided.</p> <p>Tree ties to be checked for dead wood, suckers and signs of damage and then cut back or pruned to shape as necessary.</p> <p>Dead or severely damaged trees to be reported to ISHA.</p>	<p>Programme to be agreed at start of contract</p> <p>annually</p> <p>as appropriate</p>
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