



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

Name of Estate: Bracey Mews

Address: Bracey Mews, Bracey Street London N4 3HJ

Relevant information

Bin collection day: Thursday

Bins to be rotated on: N/A

Frequency of attendance by the contractor: Wednesday

Days for attendance by the Neighbourhood Services Officer: Monthly

**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>Security of tank and meter rooms</b> <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
<b>Cleanliness of light fittings &amp; working condition</b> <i>Clean light fittings, covers, and shades including removing bugs from inside when defective bulbs are being changed</i>	As required
<b>Lifts – (Floors)</b> <i>Lift floor to be swept and mopped, lift grooves to be cleaned of all debris, use vacuum cleaner for this task</i>	Each Visit
<b>Lifts (Doors, panels and frames)</b> <i>Lift doors, panels, frames and mirror to be polished and left free of any smear marks</i>	Each Visit
<b>Cleanliness of walls in communal areas</b> <i>Damp wiping of skirting, ledges and remove any marks on the lower walls</i>	Once a week
<b>Bin chambers, Rubbish Chutes &amp; Communal Bins</b> <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
<b>Paths, roadways &amp; courtyards</b> <i>Paths, courtyards, roadways and all other areas of hard landscaping to be weeded and treated with weed sprayer in accordance with horticultural best</i>	Each Visit

<i>practice</i>	
<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>Part B As and When Required</b>	
<b>Communal Tree Maintenance</b> <i>All works to trees must be subject to an instruction from the Client. And in accordance with Section 5 of M3NHF Schedule.</i>	As and when required or upon direction by ISHA
<b>Communal Repair Reporting</b> <i>To report to ISHA and communal repairs, particularly involving Health &amp; Safety issues</i>	Each Visit
<b>Deep Cleaning</b> <i>To undertake additional deep cleans of all internal communal floors and jet wash external hard surfaces twice yearly</i>	Twice yearly
<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 ISHA immediately, tidy the area so it's ready for collection</i>	As and when required
<b>Out of Hours Cleaning</b> <i>(Attendance 24 hours a day, 7 days a week, 365 days a year)</i> <i>To attend within 4 hours (max) any site in the contract area to clean up any blood, excrement, hazardous waste etc.</i>	As and When Required