

COMMUNAL CLEANING (INTERNAL & EXTERNAL) SPECIFICATION

Name of Estate: NEWCOMBE ESTATE

Address: Newcombe House, Newcombe Estate, Aberdeen Park, LONDON
N5 2AU

Relevant information

Bin collection day: WEDNESDAY

Bins to be rotated on; EACH VISIT

Frequency of attendance : ONCE A WEEK

Days for attendance: WEDNESDAY

Area of work	frequency
CLEANING	
Sweeping and litter picking all internal surfaces and ensure they are 100% debris free. Any emergency mopping to be carried out as required.	Once a week (each block)
Sweeping and litter picking all external hard surface areas including footpaths, flowerbeds, grassed areas, parking bays and roadways. (this includes removing fallen leaves and picking up loose stones/gravel as well)	Each block visit
Mopping washing and disinfecting communal halls, landings and stairs	Each block once a week.
Removal of any hazardous or clinical waste from site (persistent presence of such waste should be reported to the association)	Each visit (Price to be quoted separately)
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.	Once a week (to be done at same time as mopping)
Remove all cobwebs and hanging dust at high and low level within each block, landings, corridors, stairwells.	Once a week
WINDOW CLEANING	
Clean all glass and sills to communal windows and doors, inside and outside.	4 Times a year
REFUSE AREAS	
Check bins for rotation at each visit and move as required.	Each visit
Tidying, cleaning and disinfecting refuse chutes, hoppers, bins	

<p>and bin chambers. Temporarily remove the refuse containers or sacks and sweep out and wash and disinfect the floors and lower walls.</p> <p>Refuse containers/sacks to be replaced and any loose bags bagged up and the bin areas left tidy on completion.</p> <p>Check chutes and hoppers and remove any blockages.</p>	Each visit
<p>Pressure jet wash bin stores.</p>	<p>Twice a year.</p> <p>Contractor to provide schedule for the year at start of contract</p>
<p>Any items of bulk refuse on the estate should be removed from site within 5 working days at extra cost.</p> <p>An email should be sent to the association identifying the site once the bulk has been identified together with the cost of removal.</p>	To be checked at each visit
COMMUNAL LIGHTING	
<p>Clean light fittings including removing bugs from inside when defective bulbs are being changed. By Estate Officer</p>	As required
<p>Checking lighting to common parts by overriding sensors and report defective light bulbs to ISHA's maintenance team</p>	Once a week.
GRAFFITI	
<p>Racist, sexist, homophobic or offensive graffiti to be removed within 24 hours of being noticed. If that is not possible to be removed/covered within 5 working days by the estate officer.</p> <p>Other graffiti to be removed within 10 working days.</p>	To be checked at each visit
ANNUAL TASKS	
<p>Machine clean internal landings and stairs as appropriate for material, e.g. carpets to be shampooed, vinyl to be stripped polished and sealed, concrete to be scrubbed and sealed with appropriate dressing.</p> <p>(cost to be identified separately)</p>	<p>Annually.</p> <p>Contractor to provide schedule at start of year.</p>
REPORTING REPAIRS	
<p>Any defects or repairs(e.g. broken windows, vandalism) to the communal areas should be reported by email to the association after each visit by the Estate Officer or the cleaner.</p>	Each visit

GARDENING /GROUNDS MAINTENANCE SPECIFICATION

Name of Estate: NEWCOMBE HOUSE ESTATE

Address: ____

Frequency of attendance:

March – October: TWICE A MONTH

November – February – As requested by the Estate Officer (winter upkeep maintenance)

___scope of activity	Frequency
	Between March - October
<p>Grassed Areas Grassed areas to be mowed up to paving, fencings or other boundaries and lawn edges trimmed (any litter to be removed 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>	TWICE A MONTH or as requested by the EO
<p>Hard landscaping 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. To ensure no more than 10% area is covered by weeds.</p>	Every 2 weeks
<p>Beds and Borders Litter will be removed before work is commenced on all planted areas.</p> <p>Bedding areas will be mulched or tended during the growing season.</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</p>	<p>As above</p> <p>As appropriate</p>

<p>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>Programme to be provided at start of year</p> <p>As appropriate</p>
<p>Hedges</p> <p>To be cut evenly and the shape of the hedge maintained unless there is good reason to vary the standard</p> <p>Hedge clipping to be carried out by appropriate hand or power tools and all clippings and waste removed from site.</p>	<p>As requested by the EO</p>
<p>Trees</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>

PLEASE NOTE:

The above specifications will be reviewed after 6 months from the date of the launch.

Signature.....
Islington & Shoreditch Housing Association

Signature.....
Clean Green

