



COMMUNAL CLEANING & GROUNDS MAINTENANCE
Specification Summary for Residents

Name of Estate: Drayton Park Mews

Address: Drayton Park Mews, Drayton Park LONDON N5 1NR

Relevant information

Bin collection day: Wednesday

Bins to be rotated on: N/A

Frequency of attendance by the contractor: Thursday

Days for attendance by the Neighbourhood Services Officer: Monthly

Part A Core Service

Description of core tasks and works required	Frequency
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.</i> <i>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 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
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
Car Parking Areas <i>Car parking areas to be cleaned and left debris and weed free.</i>	Each Visit
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
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</i>	Fortnightly in Season (April to September) , Monthly out of Season or as

<i>be left even in appearance. Grass cuttings to be removed immediately from site.</i>	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	
Communal Tree Maintenance <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
Communal Repair Reporting <i>To report to ISHA and communal repairs, particularly involving Health & Safety issues</i>	Each Visit
Deep Cleaning <i>To undertake additional deep cleans of all internal communal floors and jet wash external hard surfaces twice yearly</i>	Twice yearly
Remove Bulk Refuse and Fly Tipping 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	As and when required
Out of Hours Cleaning <i>(Attendance 24 hours a day, 7 days a week, 365 days a year)</i> To attend within 4 hours (max) any site in the contract area to clean up any blood, excrement, hazardous waste etc.	As and When Required