

## COMMUNAL CLEANING (INTERNAL & EXTERNAL) SPECIFICATION

Name of Estate: Naseberry Court Blocks F, G and H  
 Address: Merriam Close, E4 9JQ  
 Bin collection day: Thursday  
 Frequency of cleaning attendance: ONCE A WEEK - Thursday

<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	Each visit
Vacuum Soft Flooring	Each visit
Mop Floors	N/A
Wash/wipe all doors, porches, surrounds etc.	Each visit
Wash/wipe all fixtures and fittings	Each visit
Porch's/Canopies – Clean and remove rubbish	Each visit
<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	N/A
Stairways – Vacuum Soft Flooring	Each visit
Stairways – Mop	N/A
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/Chute Rooms - Sweep	N/A
Residents Landings - Vacuum Soft Flooring	Every visit
Residents Landings/Chute Rooms - Mop	N/A
Residents Landings - Wash/wipe Doors and surrounds, panels screens etc.	Each visit
Residents Landings – Wash/wipe furniture, fixtures, and fittings	Each visit

<b>Routine Cleaning</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
<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