

COMMUNAL CLEANING (INTERNAL & EXTERNAL) SPECIFICATION

Name of Estate: Trays Hill Close
 Address: Trays Hill Close, N19 3FE
 Bin collection day: Wednesday
 Frequency of cleaning attendance: ONCE A WEEK

<i>Routine Cleaning</i>	<i>Frequency</i>
Communal Entrance/Exit Areas	
Litter Pick/Remove Refuse (Internal & External)	Each visit
Internal Remove cobwebs from window and ceiling areas, lights, fixtures etc. which can be reached from standing height	Each visit
External 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
Communal Floors, Hallways, Landings, Stairs	
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

<i>Routine Cleaning</i>	
Bin Rooms/Stores	
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.
Lifts	
Sweep cars, inc lift runners	Each visit
Mop/wash internal surfaces	Each visit
Wash external parts, i.e doors	Each visit
Miscellaneous	
Check and report defective lights	As required
Keep miscellaneous rooms clear	As required
Keep gullies/drains clear	As required
Wash down walls	As required
Communal Window Cleaning Quarterly	
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>Grassed Areas 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>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</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>Beds and Borders 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>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>
---	--