

Overview and Scrutiny Committee - Council Flat Communal Cleaning

APPENDIX 2:

Schedule of Communal Cleaning:

Cleaning Schedule – Batchley 3 Storey Flats

30 blocks over 3 floors with communal stair way to all floors, each block having its own bin store with chutes and laundry area.

The Council has an Estate Warden on site daily to carry out various duties.

Daily

1. Litter pick stair wells and communal walkways
2. Remove debris from all communal areas (ie, newspapers, drink cans, leaflets, bagged rubbish) and dispose of using chutes.

Weekly

1. Sweep all common area's and stair wells
2. Wipe stair rails, window ledges, door handles and finger plates.
3. Mop all stairwells with hot water and detergent

Monthly

Cleaning to be carried out day after bin collection day (currently Thursday)

1. Sweep, clean, mop and disinfect all bin areas

Quarterly (every 3rd month)

1. Clean all glazing to entrances and stair wells
2. Sweep, damp wipe, mop all communal area's
3. Damp wipe all hand rails and window ledges

Annually

1. Strip and seal all communal walkways and stair wells

Notes:

1. Contractor to monitor attendance of site Operatives.
2. For cleaning above 2.44 (8'0"). The contractor shall provide appropriate equipment to meet Health and Safety Regulations.

3. The Contractor to place appropriate warning cleaning signs when cleaning in progress.
4. Weekly log sheets to be provided to Estate Tenancy Officers outlining any concerns/issues for action by the Council.
5. Regular Inspections will be conducted by Estate Tenancy Officers (or nominated Tenant Inspector) to monitor work, direct liaison with Contract Manager and on Site Operatives as and when required.
6. Monthly/Quarterly meetings to be held with the Contractor, Housing Services Manager, Housing Services Team Leader and Estate Tenancy Officer.

Cleaning Schedule – Evesham Mews

Block of 62 flats and bedsits across 4 floors, with communal access to all floors via 3 stair wells one to include a lift.

Daily

Cleaning to be carried out Monday to Friday.

3. Litter pick stair wells and communal walkways
4. Remove debris from all communal areas (ie, newspapers, drink cans, leaflets, bagged rubbish) and dispose of using chutes .
5. Report bulky fly tipping (to include car parking area), blockage of rubbish chutes, graffiti, damage etc to Tenancy Estate Officer.
6. Check all bin cupboards and rotate bins as required

Weekly

Cleaning to be carried out day after bin collection day (currently Thursday)

4. Sweep all common area's and stair wells
5. Wipe stair rails and window ledges
6. Mop all stairwells and lift with hot water and detergent
7. Wipe all glazing and top ledges
8. Sweep, clean, mop and disinfect all bin areas

Quarterly (every 3rd month)

4. Clean all glazing to entrances and stair wells

5. Damp wipe all areas not done on a weekly basis
6. Litter pick, disinfect and damp mop all areas adjacent to all bin chutes and clean opening areas to all chutes
7. Damp wipe all hand rails, pipes on all stair ways,
8. Sweep and damp mop all access walkways, landings and floors.
9. Remove all debris from all adjacent wall structures and planting boxes
10. Remove all debris and litter pick all communal areas, including under all staircases adjacent to car parks

Notes:

7. Contractor to monitor attendance of site Operatives.
8. For cleaning above 2.44 (8'0"). The contractor shall provide appropriate equipment to meet Health and Safety Regulations.
9. The Contractor to place appropriate warning cleaning signs when cleaning in progress.
10. Weekly log sheets to be provided to Estate Tenancy Officers outlining any concerns/issues for action by the Council.
11. Regular Inspections will be conducted by Estate Tenancy Officers (or nominated Tenant Inspector) to monitor work, direct liaison with Contract Manager and on Site Operatives as and when required.
12. Monthly/Quarterly meetings to be held with the Contractor, Housing Services Manager, Housing Services Team Leader and Estate Tenancy Officer.

Cleaning Schedule – Woodrow Centre and Woodrow North

Woodrow Centre:

3 blocks (2-84) on one level with communal access to both sides, one side with stairways.

Woodrow North:

Astley (2 blocks - 67-83), Bushley (4 blocks - 46-79), Crophorne (3 blocks - 48-78), Doverdale (2 blocks - 31-53)

Weekly

9. Remove debris from all communal areas (ie, newspapers, drink cans, leaflets etc) and dispose of.

10. Report bulky fly tipping (to include car parking area), blockage of rubbish chutes, graffiti, damage etc to Tenancy Estate Officer.
11. Sweep all common area's and stair wells
12. Wipe stair rails and window ledges
13. Mop all stairwells with hot water and detergent
14. Wipe all glazing and top ledges

Quarterly (every 3rd month)

11. Clean all glazing to entrances and stair wells
12. Damp wipe all areas not done on a weekly basis
13. Damp wipe all hand rails, pipes on all stair ways,
14. Sweep and damp mop all access walkways, stairs, landings and floors.

Notes:

13. Contractor to monitor attendance of site Operatives.
14. For cleaning above 2.44 (8'0"). The contractor shall provide appropriate equipment to meet Health and Safety Regulations.
15. The Contractor to place appropriate warning cleaning signs when cleaning in progress.
16. Weekly log sheets to be provided to Estate Tenancy Officers outlining any concerns/issues for action by the Council.
17. Regular Inspections will be conducted by Estate Tenancy Officers (or nominated Tenant Inspector) to monitor work, direct liaison with Contract Manager and on Site Operatives as and when required.
18. Monthly/Quarterly meetings to be held with the Contractor, Housing Services Manager, Housing Services Team Leader and Estate Tenancy Officer.