

Summer

SCHEDULE 2 Cleaning Frequency - Public Toilets

Appointed supplier will be responsible for both opening the facilities in the morning and closing facilities at the allotted time.

Summer – Four daily cleans at / around: 1130 hrs; 1430 hrs; 1730 hrs; and on closing at 2000 hrs

Winter – Two daily cleans: at / around 1300 hrs and on closing at 1700 hrs (or as agreed with client)

Cleaning shall be carried out every day in accordance with the specified cleaning frequency, except for the Christmas and New Year period when the following special provisions shall apply: -

No cleaning will take place on Christmas Day or New Years Day. All toilets to remain locked on these days

Category	Cleaning item	Description of task	Opening / Closing	4xD	D	W	2xW	3xW	MT	MN	AR	Comment
Toilet / Cubicles	WC's, urinals, wall tiles, Hand Basins, Tap Fittings, Pipes, Back splash & Hand Dryers	Clean (In & Out), Sanitise & Dry	Can be incorporated as one of the cleans	X								
	Bright metal work / Mirror	Clean & Polish				X						More frequently if level of dirt dictates
	All Surfaces (Horizontal & Vertical) – Doors, Kick/Door Plates, Walls, and Light switches, Low/High level surfaces, Fixtures/Fittings, Partitions	Remove Graffiti where applicable, Fully clean (In & Out where applicable) and free from build-up, body fats, dirt & dust up to (6ft) and above (6ft) using appropriate cleaning tool, e.g. Extendable pole		X								
	Hard Floor	Fully clean and free from dirt, dust, chewing gums & build-up round the corners		X								
	Hard Floor	Mechanically clean - Monthly									X	
	Opening and closing facilities	Daily locking and unlocking		X								Cannot be too late in day to protect facilities from misuse.
Corridors / Steps	Hard Floor	Fully clean and free from dirt, dust, chewing gums & build-up round the corners ensuring mobile furniture i.e. chairs, cabinets, stands are moved and returned to their original position. Spot clean to remove stains on soft floor and Damp mop hard floor Spot vacuum soft floors - 2 times a week Spot / clean hard floors - 2 times a week		X								
	All Surfaces (Horizontal & Vertical) – Doors, Glass Kick/Door Plates, Walls, and Light switches, Low/High level surfaces, Fixtures/Fittings, window sill, ledges, skirting boards (cleanable scuff marks), Partition tops.	Fully clean and free from build-up, body fats, dirt, dust, smudges, finger prints & stains up to (6ft) and above (6ft) using appropriate cleaning tool, e.g. Extendable pole		X								
	Noses (Steps)	Fully clean to remove build up, dirt & stains				X						
Public areas	Personal hygiene bins	Cleaning of external to personal hygiene bins		X								
	Hard Floor/ Soft Floor	Fully clean and free from dirt, dust, chewing gums & build-up round the corners ensuring mobile furniture's i.e. chairs, stands are moved and returned to their original position. Mechanically clean – Hard Floors (Daily) / Soft Floors to be spot cleaned daily to remove stains		X								
	Consumables	Replenish toilet tissues/soap		X								Cost to include supply of stock
	All Surfaces (Horizontal & Vertical) – Doors, Glass, Door Plates, Walls, Light switches, Low/High level surfaces, Fixtures/Fittings, window sill, ledges, skirting boards (scuff marks)	Fully clean and free from build-up, body fats, dirt, dust, smudges, finger prints & stains up to (6ft) and above (6ft) using appropriate cleaning tool, e.g. Extendable pole		X								

KEY

4xD = Four times Daily (each day - weekends and week days)

2xD = Twice Daily (each day - weekends and week days)

D = Daily: Once a day (each day - weekends and week days)

W = Weekly: Once a week Monday to Friday

2xW = Twice weekly

3xW = Three times weekly

MT = Monitor: Clean / Replenish if required

MN = Monthly: Once a month

AR = As Required / Stated

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	Hard Floor	Fully clean and free from dirt, dust, chewing gums & build-up round the corners		X								
	Hard Floor	Mechanically clean - Monthly		X							X	
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