**** **Cleaning Service- General Specification**

1. **Introduction**

1.1 This specification provides details of the cleaning works to be carried out by the contractor. It also sets out Thatcham Town Council’s expectations in terms of standards of work, monitoring, safety, and environmental aspects.

1. **Core Works**

2.1 The **Site Profiles** included within provide details about the core works that will be completed by the contractor. They also specify which works will need to take place at specific sites and the frequency of these works at each site.

2.2 The **Schedule of Regular Hirers** is also included within This provides the current schedule of our weekly hall hirers, however, this is subject to change. The contractor will be immediately notified of any changes made to this schedule.

1. **Safety & Environmental**

3.1 The contractor will operate in compliance with all Health & Safety and Environmental legislation throughout the contract.

3.2 All Chemical products used in the process of cleaning will have COSHH assessments available on request and shall only be used by appropriately trained and skilled operatives.

3.3 Where possible, all chemical products used in the process of cleaning will be environmentally friendly. Thatcham Town Council also strongly opposes the use of single-use plastics.

3.4 Wherever necessary, operatives will display signage that appropriately warns users of the building about the risks of the task being completed e.g. “Wet Floor”.

**3.5** The **Emergency procedures for all buildings** are included within and outline the procedure to follow in case of an emergency, whilst at the building or upon arrival.

**4. Conduct and Presentation**

**4.1** Where possible, operatives are to be identifiable at all times and wear the contractor’s uniform.

**4.2** Operatives are to be respectful of residents and other users of the building at, all times.

**5. Moorside Community Centre**

**5.1** Currently,Thatcham Town Council oversee the hall bookings at this building however we are not responsible for the maintenance of building etc. However, this may change over the course of the intended cleaning contract period.

**5.2** This site profile needs to be treated as an add-on to our contract and it needs to be costed as a separate bill compared to the other site profiles, as this may well become a Thatcham Town Council asset in the future.

**6. Waste Disposal**

**6.1** As described within our site profiles of The Pavilion and Broadway Toilets,Thatcham Town Council will require a separate cost for waste disposal of all waste collected at these sites as we do not currently have the facility to store the collected waste.

**7. Cleaning Products**

**7.1** Please specify provisions for the supply of cleaning products within the contract, and if to be provided by the contractor or the client.