**Broadway Toilets – RG19 3HX**

**Cleaning time preference:** Before or after opening hours or completed before 9:30am.

**Frequency:** Every day except Christmas Day and Easter Sunday
**Keyholding:** Yes. This facility must be open to the public between 8am and 6pm†

| **DESCRIPTION** | **FREQUENCY** |
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| All hard floors are to be swept and mopped. Door mats are to be swept | Daily |
| Litter is to be removed | Daily  |
| Bins are to be emptied, liners replaced, and waste disposed of off site  | Daily |
| All dirt and stains are to be removed from toilet bowls, seats, covers, cisterns, cistern push buttons, and urinals, and left clean, dry, and streak free | Daily  |
| Graffiti is to be removed wherever possible  | Daily  |
| Using a different cloth from those used to cleanse the toilet and urinals, all dirt and stains are to be removed from hand wash basins, taps, mirrors, sanitary fittings, tiles, walls, doors, hand dryers, and the external water dispenser using a suitable cleansing agent and disinfectant | Daily |
| Floors are to be thoroughly washed with hot water using appropriate cleansing agent and disinfectant. Excess water is to be removed to prevent slip hazards and ‘Wet Floor’ signage is to be erected | Daily |
| Disabled persons’ handrails and baby changing facility is to be cleansed using a germicidal detergent | Daily |
| Building and equipment including hand dryers, hand wash basins, cistern flush buttons, and external water dispenser are to be checked for any defects or damage. Any defects, damage or vandalism is to be reported to Facilities Manager | Daily |
| Litter in the area immediately around the exterior of the building is to be removed | Daily |
| On closing the facility, accumulations of wet paper and leaves on floors, walls, ceilings, and fittings is to be removed, even if cleansing has already taken place. Similarly, any excess water on the floors, caused by leak or vandalism, is to be cleared, where possible, and reported to the nominated Council officer as soon as possible‡ | Daily  |
| Toilet paper, soap, and urinal pads are to be checked  | Daily  |
| Toilet paper, soap, and urinal pads are to be replenished | As required |
| Urinal traps and drainage channels are to be cleared of any accumulation of debris | As required |
| All cobwebs from interior and exterior of building are to be removed | Monthly |
| All ledges, sills, doors, woodwork or other smooth surfaces, bins, walls, gratings, windows, handrails, and light fittings are to be washed with clean water and a suitable cleansing agent with disinfectant§ | Monthly |
| Within the market cupboard, the sink is to be cleaned with a suitable cleansing agent with disinfectant, and debris and cobwebs are to be removed | Monthly |
| All toilet bowls, seats, traps, sinks, hand wash basins, and water dispenser are to be descaled | Quarterly |
| All pipework and grates are to be descaled and cleansed | Quarterly |
| Sludge and dirt from waste outlets and tap pillars is to be removed | Quarterly |

† Core hours. The facility should not be open to the public before 7:00am or after 7:00pm

‡ In the event of a serious leak, the building stop cock should be isolated, the facility closed, and a nominated Council officer informed

§ Windows are cleaned externally every quarter under a separate contract