**Burdwood Community Hall – RG19 4YA**

**Cleaning time preference:** Evenings, after last hirer† (or before 8am the following morning)

**Frequency:** Three times per week; Sunday, Tuesday, and Friday

**Regular hire times**: 8:15am-9:00pm

**Keyholding:** Yes (see separate keyholding specification)

| **DESCRIPTION** | **FREQUENCY** |
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| All carpeted surfaces are to be vacuumed, including door mats | Three times per week |
| All hard floors are to be swept and damp-mopped, and ‘Wet Floor’ signage erected | Three times per week |
| All dirt and stains are to be removed from toilet bowls, seats, covers, cisterns, handles, urinals, and cubicles, and left clean, dry, and streak-free | Three times per week |
| Using a different cloth from that used to cleanse the toilet and urinals, all dirt and stains are to be removed from the toilet hand wash basins, taps, sanitary fittings, tiles, walls, cubicle doors, hand dryers, door handles, hand plates, and light switches using a suitable cleansing agent and disinfectant | Three times per week |
| Disabled persons’ handrails and baby changing facility is to be cleansed using a germicidal detergent | Three times per week |
| Hand soap, toilet paper, urinal pads, and hand towels are to be checked  | Three times per week |
| All other sinks, taps, splash backs, door handles, hand plates, light switches, and kitchen work surfaces are to be cleaned and sanitised using a suitable cleansing agent and disinfectant | Three times per week |
| All waste bins are to be emptied and liners replaced. Waste is to be disposed in outside wheelie bin | Three times per week |
| Building and equipment including hand dryers, hand wash basins, plugs, and cistern flush mechanisms are to be checked for any defects or damage. Any defects, damage or vandalism is to be reported to Facilities Manager | Three times per week |
| Any tables left out in the hall are to be sanitised using a suitable disinfectant | Three times per week |
| Hand soap, toilet paper, urinal pads, and hand towels are to be replenished | As required |
| All mirrors are to be wiped with a suitable cleansing agent and left clean, dry, and streak-free | Weekly |
| All radiators, skirtings, window sills, message boards, and fire extinguishers are to be dusted | Weekly |
| High level dusting is to be completed, including removal of all internal cobwebs. External cobwebs around the front doors and fire exit doors are to be removed. | Monthly |
| Internal glass, including front doors and windows, is to be cleansed with a suitable cleansing agent, as required‡ | Monthly |
| All tables and chairs are to be cleansed with a suitable cleansing agent | Quarterly |
| All toilet bowls, seats, traps, sinks, and hand wash basins are to be descaled | Quarterly |
| External surfaces of appliances and kitchen cupboards are to be cleaned and sanitised using a suitable cleansing agent and disinfectant | Quarterly |
| Appliances are to be cleaned and sanitised internally using a suitable cleansing agent and disinfectant | Annually |

† Regular hire schedule available within the general specification. Casual hire schedule supplied monthly

‡ Windows are cleaned internally and externally every quarter under a separate contract