**Council Offices, Brownsfield Road – RG18 3HF**

**Cleaning time preference:** Evenings, after meetings† (or before 8:00am the following morning)

**Frequency:** Twice per week; Wednesday and Friday or Sunday

**Operational hours:** 8:00am to 5:00pm, Monday to Friday, approx. 50 evening meetings

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

| **DESCRIPTION** | **FREQUENCY** |
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| All hard floors are to be swept and mopped, and ‘Wet Floor’ signage erected | Twice per week |
| All carpeted surfaces are to be vacuumed, including door mats | Twice per week |
| All waste bins are to be emptied and liners replaced. Waste is to be disposed in outside wheelie bin | Twice 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 | Twice 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 towel dispensers, door handles, and handrails using a suitable cleansing agent and disinfectant | Twice per week |
| All mirrors are to be wiped with a suitable cleansing agent and left clean, dry, and streak-free | Twice per week |
| Office furniture, fittings and fixtures are to be damp-wiped and polished | Twice per week |
| Kitchen sink, taps, splash backs, and worktops are to be cleaned and sanitised using a suitable cleansing agent and disinfectant | Twice per week |
| All other door handles, hand plates, and light switches are to be cleaned and sanitised using a suitable cleansing agent and disinfectant | Twice per week |
| All work surfaces, including desks and kitchen worktops are to be sanitised using a suitable disinfectant | Twice 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 | Twice per week |
| Hand soap, toilet paper, urinal pads, and hand towels are to be checked | Twice per week |
| Hand soap, toilet rolls, and paper towels are to be replenished | As required |
| Telephones are to be sanitised using a suitable disinfectant | Weekly |
| Chamber tables, table legs, seat frames, and non-fabric seats are to be dusted. Chamber and Reception fabric seats are to be vacuumed | 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 and rear doors, fire exit doors, and around roof line are to be removed | Monthly |
| Internal glass, including front doors and windows, is to be cleaned with a suitable cleansing agent‡ | Monthly |
| External surfaces of appliances and kitchen cupboards are to be cleaned and sanitised using a suitable cleansing agent and disinfectant | Quarterly |
| All toilet bowls, seats, traps, sinks, and hand wash basins are to be descaled | Quarterly |
| Appliances are to be cleaned and sanitised internally using a suitable cleansing agent and disinfectant | Annually |

† Council chamber meeting schedule provided on a monthly basis. Sample available within the general specification.

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