**Thatcham Cemetery WC & Chapel – RG18 4LQ**

**Cleaning time preference:** Within working hours 08:00am-5:00pm

**WC Frequency:** Weekly

**Chapel Frequency:** Bi-Monthly

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

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| **WC: DESCRIPTION** | **FREQUENCY** |
| All hard floors are to be swept and mopped | Weekly |
| All dirt and stains are to be removed from the toilet bowl, seat, cover, cistern, and handle, and left clean, dry, and streak-free | Weekly |
| The mirror is to be wiped with a suitable cleansing agent and left clean, dry, and streak-free | Weekly |
| Using a different cloth from that used to cleanse the toilet and urinals, all dirt and stains are to be removed from the hand wash sink, taps, hand towel dispenser, door handles, and light switches using a suitable cleansing agent and disinfectant | Weekly |
| The waste bin is to be emptied, and the liner replaced. Waste is to be disposed in an outside bin | Weekly |
| Hand soap, toilet roll, and hand towels are to be replenished | As needed |
| Walls and doors are to be wiped clean and sanitised using a suitable cleaning agent and disinfectant and cobwebs are to be removed internally and around entry door externally | Monthly |
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| **CHAPEL: DESCRIPTION** | **FREQUENCY** |
| All hard floors, including the porch step, are to be swept and mopped | Bi-Monthly |
| The door mat is to be swept, and any stains removed using a suitable cleansing agent | Bi-Monthly |
| All dirt and stains in the porch area are to be removed using a suitable cleansing agent | Bi-Monthly |
| Dusting at high and low levels is to be completed, including pews, lectern, benches, chairs, display case, fire extinguishers, and removal of all internal cobwebs. External cobwebs around the front doors and porch are to be removed | Bi-Monthly |
| Any waste is to be disposed in an outside bin | Bi-Monthly |
| 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 | Bi-Monthly |