**The Pavilion, The Moors Playing Field – RG19 3AZ**

**Cleaning time preference:** Morning or Evening- Monday or Tuesday

**Frequency:** Weekly (football season, September-April) and ad-hoc (May-August) †

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

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| **DESCRIPTION** | **FREQUENCY** |
| All hard floors are to be swept and mopped, and ‘Wet Floor’ signage erected | Every visit |
| All carpeted surfaces are to be vacuumed | Every visit |
| All waste bins are to be emptied and liners replaced. Waste is to be disposed off site | Every visit |
| Disabled persons’ handrails and baby changing facility is to be cleansed using a germicidal detergent | Every visit |
| All dirt and stains are to be removed from toilet bowls, seats, covers, cisterns, and handles, and left clean, dry, and streak-free | Every visit |
| 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 | Every visit |
| 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 | Every visit |
| All mirrors are to be wiped with a suitable cleansing agent and left clean, dry, and streak-free | Every visit |
| All electric heaters, skirtings, window sills, message boards, and fire extinguishers are to be dusted | Every visit |
| High level dusting is to be completed, including removal of all internal cobwebs. External cobwebs around the front door are to be removed | Every visit |
| 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 | Every visit |
| Hand soap, toilet paper, and hand towels are to be checked | Every visit |
| Hand soap, toilet paper, and hand towels are to be replenished | As required |
| Internal and external windows are to be cleansed with a suitable cleansing agent | Quarterly |
| All tables and chairs are to be cleansed with a suitable cleansing agent | 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 |
| All toilet bowls, seats, sinks, hand wash basins, and taps are to be descaled | Annually |

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