

## **Cleaning Specification**

The standard specification is to be performed to the following communal areas: -

### **1. Lobbies/Corridors/Entries/Exit/Vestibules**

- Dust all horizontal surfaces
- Dust all high reach areas including ceilings and wall hangings in communal areas
- Dust all radiators, wet wiping any marks
- Lift & shake door mats and sweep/vacuum mat wells where fitted
- Fully vacuum all carpets from wall to wall
- Sweep to remove all obvious litter and debris from hard floor areas
- Sweep, wash and clean hard surface floors
- Sweep and damp mop hard surface stairs
- Wet wipe banisters, skirting, architraves and window ledges
- Clean glass in all entrance/exit doors and to internal doors/windows/panels/handles
- Wet wipe all door handles and panels
- Dust all lighting (at least annually)
- Empty & clean rubbish bins and replace disposable liners/containers
- Annual deep clean carpets, curtains and hard floors

### **2. Communal Lounges**

- Dust/Polish all horizontal surfaces
- Dust all high reach areas including ceilings and wall hangings
- Dust all radiators, wet wiping any marks
- Fully vacuum all carpets from wall to wall
- Sweep, wash and clean hard surface floors
- Vacuum all fabric furniture (at least monthly)
- Wet wipe skirting, architraves and window ledges
- Clean glass in internal doors/windows/panels
- Wet wipe all door handles and panels
- Suction clean window blinds/curtains (at least six monthly)
- Dust all lighting (at least annually)
- Empty & clean rubbish bins and replace disposable liners/containers
- Annual deep clean carpets, curtains/blinds and hard floors

### **3. Communal Kitchen Areas**

- Wash and clean all horizontal surfaces
- Dust all high reach areas including wall hangings
- Sweep, wash and clean hard surface floor area
- Wet wipe kitchen appliances, cabinets, counter tops and walls
- Clean sink and drainer
- Clean refrigerator including rubber seals (at least monthly)
- Clean dishwasher and run a cleaning programme (at least monthly)
- Wet wipe architraves, skirting boards, radiators/storage heaters and window ledges
- Clean glass in internal doors/windows/panels/ceramic tiles

- Empty & clean rubbish bins and replace disposable liners/containers
- Wet wipe all door handles and panels
- Dust all lighting (at least annually)
- Annual deep clean carpets, curtains/blinds and hard floors

#### **4. Laundry Rooms**

- Wet wipe all white goods, clean soap drawers, all filters and drums to all machines
- Wet wipe architraves, skirting boards, radiators/storage heaters and window ledges
- Clean glass in internal doors/windows/panels/ceramic tiles
- Sweep, wash and clean hard surface floors using suitable detergent
- Empty & clean rubbish bins and replace disposable liners/containers
- Wet wipe all door handles and panels
- Dust all lighting (at least annually)
- Annual deep clean carpets, curtains/blinds and hard floors

#### **5. Communal WCs/Shower/Bathrooms/Treatment Rooms**

- Clean and sanitise all communal fixtures, all handles, clean mirrors, spot clean walls and doors.
- Fully clean & de-scale showers/baths/WC's using suitable detergents and disinfectants including shower heads. (Descaler product must be used on shower heads at 2 x 6 month intervals )
- Sweep, wash and clean hard surface floor area
- Wet wipe all door handles and panels
- Dust all lighting (at least annually)
- Wet wipe architraves, skirting boards, radiators/storage heaters and window ledges
- Clean glass in internal doors/windows/panels/ceramic tiles
- Empty & clean rubbish bins and replace disposable liners/containers
- Top – up soap / paper towels / toilet rolls
- Annual deep clean carpets, curtains and hard floors

#### **6. Bin Stores**

- Check bin stores whilst on site to sweep up and place any rubbish which has missed the bins into them.
- Check that the bins are in alignment with the refuse chute where appropriate and to swap full bins for empty ones (applies to Cloverdale Court only)
- Clean food waste bins (at least monthly)
- Clean other waste bins and refuse chutes (at least quarterly)
- Sweep, wash and clean hard surface floor and all wall areas
- Wet wipe all door handles and panels
- Dust all lighting (at least annually)
- Advise SHS as soon as possible of any fly tipping in these areas

**7. Scooter Stores**

- Wet wipe architraves, skirting boards, radiators/storage heaters and window ledges
- Clean glass in internal doors/windows/panels/ceramic tiles
- Sweep, wash and clean hard surface floors
- Empty & clean rubbish bins and replace disposable liners/containers
- Wet wipe all door handles and panels
- Dust all lighting (at least annually)
- Annual deep clean of hard surface floors

**8. Lifts**

- Wet wipe all walls, doors, button panels and telephone/pull cords (at least monthly)
- Wet wipe lift call panel outside lift doors on all floors (at least monthly)
- Sweep, wash and clean hard surface floor area (at least monthly)
- Vacuum carpeted floor area (at least monthly)

**9. Scheme Offices – Monthly**

- Dust/Polish unobstructed horizontal surfaces
- Wet wipe architraves, skirting boards, radiators and window ledges
- Clean glass in internal doors/windows
- Empty & clean rubbish bins and replace disposable liners/containers
- Wet wipe all door handles

**10. Pat Shaw House Office**

- Dust/Polish unobstructed horizontal surfaces
- Wet wipe architraves, skirting boards, radiators, all door handles and window ledges
- Sweep, wash and clean hard surface floor areas using suitable detergent
- Dust all high reach areas including ceilings and wall hangings
- Sweep and damp mop hard surface stairs using suitable detergent
- Wet wipe banisters, skirting, architraves and window ledges
- Fully vacuum all carpets from wall to wall
- Clean glass in internal doors/windows
- Empty & clean rubbish bins and replace disposable liners/containers
- Ensure that all recycling material is deposited into appropriate euro bins supplied by LBS
- Annual deep clean carpets and hard floors