

Amesbury Town Council Cleaning Contract

The contract runs for 3 years: 01/03/2020 - 28/02/2023, dependent on a successful first year.

The Contractor is responsible for the provision of all cleaning equipment and materials and must arrange for disposal of all rubbish at a legal, recognised waste disposal facility.

The contract covers the cleaning of the following Town Council-run facilities:

- The Bowman Centre, Shears Drive, Amesbury
- The Centenary Pavilion, Archers Way, Amesbury
- The Community & Visitors Centre, 2 Flower Court, Amesbury
- The Public Lavatories, Amesbury Carpark, The Centre, Amesbury

Job Spec

Bowman Centre, Shears Drive

(14hrs/week)

Daily:

Sweep and mop the main hall floor. Floor to be dry by 8.00am

Empty all bins. Rubbish can be recycled / disposed of in the waste bins at the Bowman Centre

Clean and mop all three toilet areas, to ensure that sinks are clean and ready for use. Replace toilet rolls and soap as necessary (provided by ATC)

Clean pipework in accessible toilet

Clean down work surfaces in the kitchen, empty the dishwasher and clean and mop the floor. Replace the bin liner as necessary.

Clean under the kitchen counters

Clean sinks and taps

Mop through the reception area and Hoover the entrance mat.

Sweep and clean the lift

Hoover stairs and landing

Sweep the front paved area outside the building and ensure that it is rubbish free.

Sweep and mop the Community Room and Meeting Room

Weekly:

Wipe down all notice boards, pictures, tops of doors, fire extinguishers, white cladding in the meeting room and offices

Wipe down mirrors, glass in internal doors, front entrance panel, post box, windowsills, heaters, and tiles in the toilet areas.

Sweep the stage and ensure no rubbish

Monthly:

Wipe down skirting boards to each room, corridors & stairs bannister

Polish plaque by front door

Descalc taps in Kitchen and Toilets

Clean inside fridge freezer

Clean cooker

Window and Door Cleaning in Main Hall

Remove cobwebs

Every Three Months:

Wash and Clean Kitchen cupboards and shelves

Annually:

Wipe/hover chairs

Wipe tables

Pavilion, Archers Way

(2hrs/week)

Weekly:

Sweep/mop all floors - entrance, all changing rooms, toilets, kitchen. Dispose of any rubbish in the bins at the pavilion/recycle where possible at the Bowman Centre

Hoover entrance mat.

Clean toilets and showers

Wipe down all kitchen surfaces, cooker and sink.

Replace toilet rolls and soap as necessary (provided by ATC).

Sweep verandah, path and steps.

Empty kitchen bin as necessary.

Monthly:

Clean inside fridge.

Polish plaque by front door

Wipe doors

Community Shop, Flower Lane

(1hr/week)

Downstairs: Sweep/hover and mop floor

Empty bin as necessary

Hoover carpet by the back door

Hoover stairs

Wipe bannister

Upstairs: Clean toilet and hand basin, mop floor

Office: Clean sink, hoover floor

Public Lavatories, Central Car Park

(1hr/cleaning visit plus weekend/bank holiday opening)

Opening Times:

Mon - Saturday 0800 - 1700

Sunday & Bank Holidays 1000 - 1600

Closed: Christmas Day and Easter Sunday

- The Town Council's caretaker to open the facility at 8.00am Mon - Fri.
- Cleaning Contractor to open the facility as per opening times, Sat, Sun and Bank Holidays.
- Cleaning Contractor to lock the facility at closing times 7 days/week including Bank Holidays

Cleaning Requirement:

7 days/week, including Bank Holidays

2 cleans required/day: mid-day
evening

Gents / Ladies / Accessible Toilets:

Twice Daily (1 hour per visit):

Clean toilets and urinal

Clean hand washing facility, check working

Check sufficient level of soap in dispensers, refill as required

Mop floor

Clean inside toilet cubicles, clearing any rubbish/debris

Empty bin and dispose of all rubbish

Wipe wall tiles and doors. Remove any marks/graffiti if possible. Any graffiti that is impossible to remove must be reported to the Town Council office immediately

Wash and/or brush outside entrance as necessary