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|  | **Isles of Scilly – Corporate Property Cleaning Services** Specification for delivery of corporate property cleaning servicesREF 20201021S\_Cleaning |
|  |  |
|  | October 2020  |
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# 1. Introduction

The Council of the isles of Scilly (The Council) requires an annual cleaning contract for its corporate property.

The Council are seeking a qualified and experienced contractor to supply cleaning services for the interiors of a variety of buildings at various locations on St Mary’s.

The works will require the contractor to undertake daily cleaning schedules and to comply with the latest government guidelines with regards Covid-19 and cleaning in the workplace. The key requirements are:

(1) To implement a routine cleaning service that meets the changing demands of the Covid-19 pandemic and reduces the risk of transmission of viruses through contact with contaminated surfaces and

(2) Make sure that all public areas and clean and presentable, creating a suitable impression for both employees and visitors.

All areas to be cleaned require particular attention to places and items which are frequently touched. Full details of the areas to be cleaned are given in the Specification (section 2).

Cleaning products are to be supplied by the contractor. Whenever possible, suitable environmentally friendly products should be used which meet the current recommendations to effectively eradicate COVID-19; using standard cleaning products such as detergent, antiviral sanitiser and diligent application of bleach.

The Council can offer some storage for cleaning products and consumables at individual sites if required. Cleaning equipment will be provided by the Council. It is accepted that the contractor may prefer to work with their own equipment and may have the desire to recommend that the Council purchase specific equipment to increase efficiency and effectiveness of the cleaning service.

Some areas can only be cleaned during specific times of the day and a number of premises will require cleaning either at the end or the start of the day; outside usual office hours. There will also be a need to clean some areas twice: once at either end of the day and a second time around mid-day/afternoon. Full details of the cleaning schedules are provided in the Specification (section 2).

It is anticipated that between 80.5 (low season) and 109.5 (high season) hours of cleaning per week will be required.

The Council recognises the scale of the service required and is prepared to accept tenders from an individual provider or from a group of cleaning providers combining together to meet the full needs of the specification. The Specification splits the cleaning requirements into 3 packages. The Council requires tenders to fulfil all 3 work packages and would expect any tender from a group of providers to have a single representative appointed to oversee each specific package.

# 2. Specification

The Council seeks to commission a cleaning service for the following premises on St Mary’s:

* Town Hall
* Old Wesleyan Chapel
* Library
* Registry Office
* Porthcressa public conveniences (the cleaning service will also have responsibility for the daily opening and locking up of the premises)
* Strand public conveniences (the cleaning service will also have responsibility for the daily opening and locking up of the premises)
* Fire Station at Porth Mellon Industrial Estate
* Porthmellon Enterprise Centre
* Moorwell Waste and Recycling Centre
* Carn Gwaval Well Being Centre (excludes gym, sports hall and nursery areas)
* Normandy Swimming Pool (excludes poolside area)
* St Mary’s Airport (public conveniences only)

THE CLEANING SERVICE

Council staff will have personal responsibility for ensuring their workspaces are kept clear. The cleaning service will be responsible for cleaning communal areas and shared facilities along with the work areas and associated desk spaces. Any areas which are not cleared will not be expected to be cleaned. No electrical or mechanical equipment will be required to be cleaned, this includes computers, keyboards, telephones, printers, photocopiers. In some premises, kitchen areas will require cleaning of surfaces and floors and a monthly clean of appliances such as fridges and microwaves. Council staff are responsible for recycling glass, cleaning cups, cutlery, crockery and any kitchen equipment that they or their visitors use.

Cleaning contractors will be required to prioritise high contact areas in particular in toilet facilities, kitchen areas, stairwells and corridors with particular attention to door handles, grab rails, bannisters, finger plates and light switches etc.

An enhanced level of cleaning is required in response to the Covid-19 pandemic. A two-stage process is to be used; Cleaning to physically remove debris, visible dirt and grease from surfaces, disinfection then kills organisms on surfaces following this general cleaning.

1. Clean all surfaces with a solution of washing up liquid in hot water, ensuring they are visibly clean and rinse.
2. Disinfect the cleaned area and leave to air dry - to ensure maximum effect through prolonged surface contact.

A more thorough clean may be required on a monthly basis to ensure complete cleaning coverage. This thorough clean will be staggered across the premises to keep overall cleaning needs at a manageable level throughout the period of service. Cleaning Schedules for each individual site have been produced, see Appendix 1.

The supplier will be required to demonstrate and maintain a consistent level of performance. The supplier will provide evidence of its internal quality assurance processes to the Council will monitor performance levels and reserve the right to challenge if performance issues are raised.

AD HOC CLEANING

Over the course of the contract there will be occasions where additional cleaning may be requested by the Council. Examples of this may include, but are not limited to;

A thorough additional clean of an area following an outbreak of Covid-19. Such a request would follow Public Health guidelines and the contractor would be supported by the Council in adhering to these.

An additional deep clean of a specific area following an event or activity.

Cleaning of an area within another Council property.

Additional cleaning requirements for the Town Hall.

The tender should provide details of the hourly rate charged for any additional ad hoc cleaning requests.

CLEANING MATERIALS / PRODUCTS

Cleaning materials and substances will not be provided by the Council and the tender should provide details of the cleaning materials/products that will be used as well as the charges for this provision of consumables. At each site there will be a small dedicated area for storage of materials /products if required.

An example list of those materials and products that will be used (subject to availability) should be provided as part of the tender. A range of chemicals are known to effectively eradicate COVID-19. Sodium hypochlorite (bleach / chlorine) may be used at a recommended concentration of 0.1% or 1,000ppm (1 part of 5% strength household bleach to 49 parts of water). Hydrogen Peroxide (0.5%) and alcohol at 70-90% can also be used for surface disinfection. <https://www.who.int/news-room/q-a-detail/q-a-considerations-for-the-cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19-in-non-health-care-settings>

CLEANING EQUIPMENT

The Council will provide cleaning equipment at each site; e.g. vacuum cleaner, mops, buckets. The tender should identify if any specific equipment is required as part of the cleaning service delivery, e.g. a range of coloured mop heads to distinguish between different uses. The tender should provide a list of the equipment that is expected to be provided by the Council.

RELEVANT EXERIENCE AND CAPABILITY

Experience and capability in providing cleaning services, in particular any experience with a Local Authority is essential. Details with examples, and references, should be provided as part of the tender.

RISK ASSESSMENT

Once awarded, the successful tenderer will need to submit an appropriate risk assessment for undertaking cleaning Council premises and to provide appropriate COSHH records for any cleaning materials and products that are to be stored on site.

# 3. Cleaning Programme And Costs

The cleaning service is required to start as soon as possible after the contract award which is intended to be by mid December 2020. The tender should include specifics on the earliest possible start date.

Cleaning times will vary due to the different demands on the Council premises. Consequently, the cleaning programme can be divided into a low season, when 80.5 hours of cleaning will be required, and a high season, when 109.5 hours of cleaning will be required. The proposed times for the cleaning of the premises and the proposed number of hours of cleaning required are detailed in Appendix 2.

The proposed times are split into 3 specific work packages. Each work package highlights those areas where timing of the cleaning is fixed because it is dictated by the requirements of the Council service. Those timings which are more flexible are also identified and potential times are suggested but alternatives would be acceptable on the days indicated.

COSTS

The tender should provide a breakdown of costs for providing an annual cleaning service from 1st February 2021 to 31st January 2022. For the purposes of this tender the low season should be assumed to last for 22 complete weeks and the high season to last for 30 weeks.

*In reality, some flexibility will be required over the transition period between the low and high season to reflect the demands of the community and visitors to the islands. The dates for Easter and the actual timings for changing the clocks for daylight saving will also be factors in considering when the low and high season commence and end.*

The breakdown of costs should also detail the cost of supplying the cleaning materials and products required over the year.

The hourly charge for any additional ad hoc cleaning service requirements during the year should also be included.

**4. Tender Process**

This tender shall be run under an open tender process. It will be awarded on the basis of cost of annual cleaning service (80%), cost of cleaning materials and products (5%) and meeting the needs of the service, including relevant experience and capability (15%).

Due to the Covid-19 pandemic there may be additional or reduced restraints and implications for cleaning requirements. There is a potential need for quarterly contract reviews in light of the current climate which may impact upon service delivery.

There will be review and discussion after 9 months regarding a potential extension of this agreement

The Tender must be submitted in the form specified in the Instructions to Tenderers in Section D. Failure to do so may render the Response non-compliant and it may be rejected.

## The Authority may at its own absolute discretion extend the closing date and the time for receipt of Tenders.

## Any extension granted will apply to all Tenderers.

## Tenderers must submit:

## one original bound priced hard copy of their Tender

## one unpriced hard copies of their Tender (i.e. excluding the response to section D.5 in the ITT document).

## One electronic copy of their Tender including both the priced and unpriced version of the submission with narratives in Microsoft Word or compatible equivalent and financial details in Microsoft Excel or compatible equivalent. PDF versions are acceptable but should accompany a version submitted in a Microsoft Word compatible submission.

## The original and the copies must be provided on A4 paper, single line spaced, in Arial with a minimum size 11 font and securely bound and signed by the Tenderer’s authorised representative.

## In line with Government objectives to achieve ISO14001:2004 (Environmental Management Systems), the Authority asks that you do not include any of the following with your Tender:

## Any lever arch folder or ring binder;

## Any extraneous information that has not been specifically requested in the ITT

## Any sales literature

## Tenderers’ standard terms and conditions.

## In relation to the submission of hard copies, Tenderers should note that they are not permitted to email copies of the tender to the authority and any emailed submissions will be deleted without consideration. Therefore, electronic copies must be either via CD, DVD or USB Flash Drive only

## The Tender and any documents accompanying it must be in the English language.

## Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided. The basis of any conversion from one currency to another must be clearly identified within the tender. This should include the exchange rate that has been used, the source of the exchange rate and the date on which the exchange rate was correct.

## It is recommended that the ITT envelopes and packages are submitted by registered post, recorded delivery service or delivered by hand, and must bear no reference to the Tenderer by name marked on the envelope or in the franking thereon. Tenderers should include the phrase “Tender for Cleaning Services” at a clearly visible place on the envelope so as to avoid the unintentional opening of tenders prior to the deadline date. Tenders are to be returned and received by the Authority to: The Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary’s Isles of Scilly, TR21 0LW by no later than 1600 GMT on 14/12/20. Responses received after this date will not be accepted unless irrefutable proof is provided by the tenderer that the tender was posted in sufficient time, with the appropriate postage paid and using a service that should have, were normal operating conditions assumed, reached the authority by the date and time of the deadline for the receipt of the tender. It is therefore recommended that sufficient evidence of the time, date and method of delivery/service is retained by the tenderer to assist the Authority in its determinations where there is a possibility that a late delivery might occur. The Authority will consider the evidence provided by the tenderer but any decision relating to the late delivery of a tender will be made at the sole discretion of the Authority. Tenderers are reminded that the Islands mail is not provided by road or rail transport and is typically flown to the islands via Skybus. Tenderers should also be aware that many courier services deliver to Penzance Quay not direct to St Mary’s and packages delivered in this manner are subject to the days and times of sailing of either the Scillonian 3 or Gry Maritha both of which are operated by the Isles of Scilly Steamship Company.

## Tenders delivered by hand must be received at the reception desk at the address above by 16:00 GMT on 14/12/2020 (“the Deadline”). Envelopes and packages should not bear any reference to the Tenderer by name.

## Tenders will be received any time up to the deadline stated above. Tenders received before this deadline will be retained in a secure environment, unopened until the opening date.

## The Authority does not accept responsibility for the premature opening or mishandling of Tenders that are not submitted in accordance with these instructions.

## Where applicable, account will also be taken of any factors which may impact on the Tenderers suitability that emerge from the tendering process and relate to information previously provided by the Tenderer as part of a pre-qualification process or information submitted as part of any qualitative selection process (including submitted European Single Procurement Documents documents). If the Tenderers circumstances have changed significantly from the position stated in the PQQ or ESPD this may lead to the Tenderer no longer being able to participate further in the Tender process

Tenderers are reminded that envelopes containing the submissions should be clearly marked as **“TENDER FOR CORPORATE PROPERTY CLEANING SERVICES – DO NOT OPEN ON RECEIPT**”.

All participants are required to fill out the Expression of Interest (EOI) form for the tender and return this to Keith Grossett at the following address; infrastructure@scilly.gov.uk

 Tenderers shall insure that an electronic copy is available on request.

**5. Variations from the Specification (Variant Bids)**

The Council will accept variant bids relating to this procurement.

Where variants are allowed the participants will need to identify how the solution proposed provides an equivalent result to the delivery of the service, materials, items, processes, methods or other aspects outlined in this specification (and any accompanying documents) for each and every variation from the specification. The participant shall also identify the means by which the equivalence can be verified (independently) by the Contracting Authority. **Appendix 1 - Cleaning Schedules for Individual Premises**

Town Hall – page 12

Wesleyan Chapel – page 14

Library – page 16

Registry Office – page 18

Porthcressa Public Conveniences – page 19

Strand Public Conveniences – page 21

Porthmellon Fire Station – page 22

PEC – page 24

Moorwell Waste and Recycling Site – page 26

Carn Gwaval – page 27

Normandy Pool – page 29

Airport Public Conveniences – page 31

**Cleaning Schedule Town Hall**

The Town Hall will remain partially closed with limited occupancy by staff for the foreseeable future. A weekly clean is all that is required to ensure an adequate standard of cleaning is maintained.

A three hour, once-weekly clean is required (day and time to be agreed). Communal areas and surfaces require a clean, sanitise and vacuum, paying particular attention to high touch areas.

**Cleaning scope:**

• Reception

• Corridors, stairs, bannisters

• Printer room

• Door handles, glass panes and plates

• Light switches and surrounds

• Windowsills

• Toilets: ground and first floor

| **Area to be Cleaned** | **Weekly** |
| --- | --- |
| **All communal areas** |  |
| Clean and disinfect door handles, finger plates, kick plates | \* |
| Clean and disinfect light switches | \* |
| Clean windows, disinfect handles and sills | \* |
| Vacuum carpets and mats | \* |
| Spot clean walls, damp dust radiators, skirting & trunking | \* |
| Dust fire extinguishers & holders | \* |
| Dust cobwebs & reachable high surfaces | \* |
| Clean and disinfect all accessible surfaces | \* |
| Clean and disinfect chairs, legs & vacuum upholstery  | \* |
| Clean and disinfect cupboard doors and accessible shelving | \* |
| Bins: empty, clean and re-line | \* |
| **Stairwells** |  |
| Clean and disinfect stairs, rails, spindles: spot clean treads & walls  | \* |
| **Food/drink preparation areas** |  |
| Disinfect worktops and shine sink, plugholes, drainer, splashback & taps | \* |
| Clean and disinfect white goods: kettle, fridge, microwave etc inside & out | \* |
| Mop and sanitise hard floor surface | \* |
| **Toilets: Ground floor and first floor** |  |
| Clean and disinfect walls around light switches, sinks & wipe posters | \* |
| Clean and disinfect paper towel & soap dispensers and air dryers  | \* |
| **Toilets contd..** |  |
| Clean and disinfect mirrors to a shine | \* |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks | **\*** |
| Clean Pipework and trunking | \* |
| Clean and disinfect toilet cubicle doors & walls | \* |
| Clean and disinfect toilet roll dispensers  | \* |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach | \* |
| Clean and disinfect urinals, surrounds, plugs, pipes & change filter balls/blocks | \* |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |
| Sanitise floor, taking particular care in corners & edges | \* |
| **Cleaners cupboard** |  |
| Clean and disinfect mop, wring and store to dry | \* |
| Clean and rinse mop bucket | \* |
| Clean vacuum & change dust bag if full | \* |
| Check stock levels & expiry dates | \* |
| Leave cleaning cupboard tidy | **\*** |

**Cleaning Schedule Wesleyan Chapel**

Staff work on the first floor of the Wesleyan Chapel and meetings are held in the Chamber area on the ground floor.

12.5 cleaning hours a week is required; comprising a twice daily clean totalling 2.5 hours per day Monday to Friday. All communal areas and surfaces are to be cleaned, sanitised and vacuumed; with a second shorter service around midday to ensure disinfection of high touch areas and toilets.

**Cleaning scope:**

• Foyer

• Chamber including chairs and tables

• Members room & kitchenette

• Door handles, glass panes and plates

* Light switches and surrounds
* Upstairs offices and kitchen

• Stairs, bannisters

• Windowsills

• Toilets – both floors

| **Area to be Cleaned** | **2 x Daily** | **Daily** | **Monthly** |
| --- | --- | --- | --- |
| **All communal areas** |  |  |  |
| Doors & glass both sides |  | \* |  |
| Clean and disinfect door handles, finger plates, kick plates | \* |  |  |
| Clean and disinfect light switches | \* |  |  |
| Clean and disinfect all accessible surfaces | \* |  |  |
| Clean and disinfect chairs, legs & vacuum upholstery | \* |  |  |
| Dust cobwebs & reachable high surfaces |  |  | \* |
| Clean and disinfect cupboard doors and shelves |  | \* |  |
| Dust fire extinguishers & holders |  |  | \* |
| Spot clean walls |  | \* |  |
| Damp dust radiators, skirting & trunking |  |  | \* |
| Clean windows, disinfect handles and sills |  | \* |  |
| Vacuum carpets and mats |  | \* |  |
| Bins: empty, clean and re-line |  | \* |  |
| **Foyer** |  |  |  |
| External key safe panel and box | \* |  |  |
| Clean and disinfect Hand Sanitising table and chairs  | \* |  |  |
| **Chamber** |  |  |  |
| Clean and disinfect Table tops Chairs and legs |  | \* |  |
| Clean and disinfect Magistrate bench & shelving |  | \* |  |
| Clean and shine Glass display cabinets |  | \* |  |
| Dust wall displays within reach |  |  | \* |
| Clean and disinfect pillars |  | \* |  |
| **Members room** |  |  |  |
| Clean and disinfect Accessible hard surfaces  |  | \* |  |
| Clean and disinfect Chairs & chesterfield |  | \* |  |
| **Kitchen areas** |  |  |  |
| Disinfect worktops and shine sink, plugholes, drainer, splashback & taps |  | \* |  |
| Clean and sanitise floor |  | \* |  |
| Clean and disinfect white goods: kettle, fridge, microwave etc inside & out |  |  | \* |
| **Stairs** |  |  |  |
| Clean and disinfect handrails | \* |  |  |
| Vacuum and disinfect stairs, rails, spindles: spot clean treads & walls |  | \* |  |
| **Upstairs office spaces** |  | \* |  |
| Clean and disinfect all accessible surfaces  |  | \* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Toilets: Ground floor and first floor** |  |  |  |
| Clean and disinfect walls around light switches, sinks & wipe posters |  | \* |  |
| Clean and disinfect paper towel & soap dispensers and air dryers  | \* |  |  |
| Clean and disinfect mirrors: to a shine | \* |  |  |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks | **\*** |  |  |
| Clean Pipework and trunking |  | \* |  |
| Clean and disinfect toilet cubicle doors & walls |  | \* |  |
| Clean and disinfect toilet roll dispensers  | \* |  |  |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |  |  |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach | \* |  |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |  |  |
| Sanitise floor, taking particular care in corners & edges | \* |  |  |
| **Cleaners cupboard** |  |  |  |
| Clean and disinfect mop, wring and store to dry |  |  | \* |
| Clean and rinse mop bucket |  |  | \* |
| Clean vacuum & change dust bag if full |  |  | \* |
| Check stock levels & expiry dates |  |  | \* |
| Leave cleaning cupboard tidy |  |  | **\*** |

**Cleaning Schedule Library**

The library is also to the public although this is monitored and controlled by staff who also take responsibility during the day for cleaning of contact areas.

6 hours per week cleaning is required: 1 hour each day Monday to Saturday inclusive, each morning prior to opening. All communal areas and surfaces require a clean, sanitise and vacuum, paying particular attention to high touch areas.

**Cleaning scope:**

* All carpeted and communal areas
* Stairs, bannisters
* Reception frontage

• Kitchenette

• Door handles, glass panes and plates

• Light switches and surrounds

• Windows and sills

• Toilet - ground floor

| **Area to be Cleaned** | **Daily** | **Monthly** |
| --- | --- | --- |
| **All communal areas** |  |  |
| Doors & glass both sides | \* |  |
| Clean and disinfect door handles, finger plates, kick plates | \* |  |
| Clean and disinfect light switches | \* |  |
| Clean and disinfect all accessible surfaces | \* |  |
| Clean and disinfect chairs, legs & vacuum upholstery | \* |  |
| Dust cobwebs & reachable high surfaces |  | \* |
| Clean and disinfect cupboard doors and shelves | \* |  |
| Dust fire extinguishers & holders |  | \* |
| Spot clean walls | \* |  |
| Damp dust radiators, skirting & trunking |  | \* |
| Clean windows, disinfect handles and sills | \* |  |
| Vacuum carpets and mats | \* |  |
| Bins: empty, clean and re-line | \* |  |
| **Reception area** |  |  |
| Clean and disinfect reception frontage and panels | \* |  |
| Clean and shine window frontage |  | \* |
| **Stairs** |  |  |
| Clean and disinfect handrails | \* |  |
| Vacuum and disinfect stairs, rails, spindles: spot clean treads  | \* |  |
| **Upstairs** |  |  |
| Clean and sanitise Reading booth, stools and soft furniture |  | \* |
| Spot clean rugs and soft furnishings |  | \* |
| Clean and disinfect table and chairs |  | \* |
| **Kitchen areas** |  |  |
| Disinfect worktop and shine sink, plugholes, drainer, splashback & taps | \* |  |
| Clean and sanitise floor | \* |  |
| Clean and disinfect white goods: kettle, fridge, microwave etc inside & out |  | \* |

|  |  |  |
| --- | --- | --- |
| **Toilet** |  |  |
| Clean and disinfect walls around light switches, sinks & wipe posters | \* |  |
| Clean and disinfect paper towel & soap dispensers and air dryers  | \* |  |
| Clean and disinfect mirror to a shine | \* |  |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks | **\*** |  |
| Clean Pipework and trunking | \* |  |
| Clean and disinfect baby changing unit | \* |  |
| Clean and disinfect toilet door & walls | \* |  |
| Clean and disinfect toilet roll dispensers  | \* |  |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |  |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach | \* |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |  |
| Sanitise floor, taking particular care in corners & edges | \* |  |
| **Cleaners cupboard** |  |  |
| Clean and disinfect mop, wring and store to dry | \* |  |
| Clean and rinse mop bucket | \* |  |
| Clean vacuum & change dust bag if full | \* |  |
| Check stock levels & expiry dates |  | \* |
| Leave cleaning cupboard tidy | \* |  |

**Cleaning Schedule Register Office**

The Register Office staff clean the rooms, surfaces and items between each service user visit.

Two and a half hours/week additional cleaning clean is required: half an hour a day Monday to Friday inclusive - at a set time each morning to comply with information governance needs. The toilet area is to be cleaned and sanitised, paying particular attention to high touch areas; with a vacuum throughout the area.

**Cleaning scope:**

* Floors

• Door handles, glass panes and plates

• Light switches and surrounds

• Toilet

| **Area to be Cleaned** | **Daily** | **Monthly** |
| --- | --- | --- |
| **All communal areas** |  |  |
| Disinfect and shine doors & glass both sides | \* |  |
| Clean and disinfect door handles, finger plates, kick plates | \* |  |
| Clean and disinfect light switches | \* |  |
| Damp dust radiators, skirting & trunking |  | \* |
| Vacuum carpets and mats | \* |  |
| Bins: empty, clean and re-line | \* |  |
| **Toilet** |  |  |
| Clean and disinfect walls around light switches, sinks & wipe posters | \* |  |
| Clean and disinfect paper towel & soap dispensers and air dryers  | \* |  |
| Clean and disinfect mirror to a shine | \* |  |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks | **\*** |  |
| Clean Pipework and trunking | \* |  |
| Clean and disinfect toilet door, handles and lock | \* |  |
| Clean and disinfect toilet roll dispenser  | \* |  |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |  |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach | \* |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |  |
| Sanitise floor, taking particular care in corners & edges | \* |  |
| **Cleaners cupboard** |  |  |
| Clean and disinfect mop, wring and store to dry | \* |  |
| Clean vacuum & change dust bag if full | \* |  |

**Cleaning Schedule Porthcressa Public Toilets**

Porthcressa public toilets are open from 8-30am to 9pm and are closed during the low season.

When in service, during high season, 14 hours cleaning per week are required: 2 hours a day, 7 days a week. This will include unlocking and locking the premises. Areas and surfaces require sanitising twice daily, paying particular attention to high touch areas. The external entrance needs daily attention to reflect the high cleaning standards attained within.

**Cleaning scope:**

* All sanitary ware: toilets, urinals, showers and sinks
* Floors, walls and surfaces
* Waste and consumables

| **Area to be Cleaned** | **2 x Daily** | **Daily** |
| --- | --- | --- |
| **Toilet facilities** |  |  |
| Clean and disinfect walls around light switches, sinks & wipe posters |  | \* |
| Clean and disinfect paper towel & soap dispensers and air dryers  |  | \* |
| Clean and disinfect mirrors: to a shine | \* |  |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks | **\*** |  |
| Clean all pipework and trunking |  | \* |
| Clean and disinfect toilet cubicle doors & walls |  | \* |
| Clean and disinfect toilet roll dispensers  | \* |  |
| Remove and replace sanitary bin liners, clean bins |  | \* |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |  |
| Clean and disinfect toilet bowl & under rim; using brush and directional bleach | \* |  |
| Clean and disinfect urinals, surrounds & pipes, clear plugs & change blocks | \* |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |  |
| Sanitise floor, taking particular care in corners & edges | \* |  |
| Empty, clean and re-line all waste bins, tie and store in Plant room | \* |  |
| Dust extractor fan vents, lights and cobwebs as high as possible |  | \* |
| **Disabled facilities** |  |  |
| Clean as above, including handrails | \* |  |
| Disinfect shower and fittings; clean to a shine | \* |  |
| Clear and clean shower plug |  | \* |
| **Entranceway** |  |  |
| Dust or vacuum around light fittings that attract insects |  | \* |
| Sweep and mop hard floor |  | \* |
| **Cleaners cupboard/plant room** |  |  |
| Clean and disinfect mop, wring and store to dry | \* | \* |
| Clean and rinse mop bucket | \* | \* |
| Clean and rinse sink | \* | \* |
| Clean vacuum & change dust bag if full |  | \* |
| Check stock levels & expiry dates |  | \* |
| Leave cleaning cupboard tidy | \* | \* |

**Cleaning Schedule Strand Public Toilets**

Strand public toilets are open during the high season from 8-30am to 9pm and 8.30am to 5pm during the low season.

14 hours cleaning/week is required: 2 hours a day, 7 days a week. This year-round service will include unlocking and locking the premises. All areas and surfaces require sanitising twice daily, paying particular attention to high touch areas.

**Cleaning scope:**

* All sanitary ware: toilets, urinals, showers and sinks
* Floors, walls and surfaces
* Waste and consumables

| **Area to be Cleaned** | **2 x Daily** | **Daily** |
| --- | --- | --- |
| **Toilet facilities** |  |  |
| Clean and disinfect entrance door plates and glass panels – both sides | \* |  |
| Clean and disinfect walls around light switches, sinks & wipe posters |  | \* |
| Clean and disinfect paper towel & soap dispensers and air dryers  |  | \* |
| Clean and disinfect mirrors: to a shine | \* |  |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks | **\*** |  |
| Clean all pipework and trunking |  | \* |
| Clean and disinfect toilet cubicle doors & walls |  | \* |
| Clean and disinfect toilet roll dispensers  | \* |  |
| Remove and replace sanitary bin liners, clean bins |  | \* |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |  |
| Clean and disinfect toilet bowl & under rim; using brush and directional bleach | \* |  |
| Clean and disinfect urinals, surrounds & pipes, clear plugs & change blocks | \* |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |  |
| Sanitise floor, taking particular care in corners & edges | \* |  |
| Empty, clean and re-line all waste bins, tie and store in bin store | \* |  |
| Dust extractor fan vents, lights and cobwebs as high as possible |  | \* |
| Clean and disinfect disabled facility handrails | \* |  |
| **Cleaners cupboard** |  |  |
| Clean and disinfect mop, wring and store to dry | \* |  |
| Clean and rinse mop bucket | \* |  |
| Clean vacuum & change dust bag if full |  | \* |
| Check stock levels & expiry dates and leave cupboard tidy | \* |  |

**Cleaning Schedule Porthmellon Fire Station**

While fire station crew undertake daily cleaning requirements, an enhanced clean is needed before and after training night each week, when the building is more intensively used.

Cleaning for 2 hours a week is required: 1 hour on each Monday and Wednesday, at a time to be arranged with the fire service officer. Surfaces will need sanitising, paying particular attention to high touch areas.

**Cleaning scope:**

**•** Lecture room

• Office area

• Kitchen

* Toilets/shower room
* Stair bannister

• Door handles, glass panes and plates

• Light switches and surrounds

| **Area to be Cleaned** | **Daily** |
| --- | --- |
| **Lecture room, office, mezzanine** |  |
| Clean and disinfect door handles, finger plates, kick plates and light switches | \* |
| Vacuum carpets  | \* |
| Bins: empty, clean and re-line | \* |
| Clean and disinfect all accessible surfaces | \* |
| Clean and disinfect tables and chairs & vacuum upholstery  | \* |
| **Metal stairs** |  |
| Clean and disinfect handrail  | \* |
| **Kitchen area** |  |
| Disinfect worktops and shine sink, plugholes, drainer, splashback & taps | \* |
| Mop and sanitise hard floor surface | \* |
| **Toilets: Ground floor and first floor shower area** |  |
| Clean and disinfect walls around light switches, sinks & wipe posters | \* |
| Clean and disinfect paper towel & soap dispensers and air dryers  | \* |
| Clean and disinfect mirrors: to a shine | \* |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks, pipes and trunking | **\*** |
| Disinfect shower and fittings; clean to a shine and clear plug | \* |
| Clean and disinfect toilet cubicle doors & walls | \* |
| Clean and disinfect toilet roll dispensers  | \* |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach | \* |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |
| Sanitise floor, taking particular care in corners & edges | \* |
| **Cleaners cupboard** |  |
| Clean and disinfect mop, wring and store to dry | \* |
| Clean and rinse mop bucket | \* |
| Clean vacuum & change dust bag if full | \* |
| Check stock levels & expiry dates | \* |
| Leave cleaning cupboard tidy | **\*** |

**Cleaning Schedule Porthmellon Enterprise Centre**

Porthmellon Enterprise Centre (PEC) has tenants, occupying individual offices. The tenants are responsible for cleaning their own office area of work and the communal kitchen area.

5 hours cleaning per week: 1 hour a day Monday to Friday inclusive is required. All communal areas and surfaces require a clean, sanitise and vacuum, paying particular attention to high touch areas.

**Cleaning scope:**

* Foyer
* Reception and corridor
* Meeting room

• Kitchen floor

• Door handles, glass panes and plates

• Windows and sills

• Toilets and shower

| **Area to be Cleaned** | **Daily** | **Monthly** |
| --- | --- | --- |
| **Foyer and Reception area**  |  |  |
| Doors & glass both sides | \* |  |
| Clean & disinfect door handles, finger plates, kick plates, light switches | \* |  |
| Clean and disinfect all accessible surfaces | \* |  |
| Clean and disinfect chairs, legs & vacuum upholstery | \* |  |
| Dust cobwebs, vents & reachable high surfaces |  | \* |
| Dust fire extinguishers & holders |  | \* |
| Spot clean walls |  | \* |
| Damp dust skirting & trunking |  | \* |
| Clean windows, disinfect handles and sills | \* |  |
| Vacuum carpets  | \* |  |
| Bins: empty, clean and re-line | \* |  |
| Clean and disinfect unmanned reception frontage and panels |  | \* |
| **Meeting room** |  |  |
| As above, including sink and worktops: disinfect and shine | \* |  |
| **Kitchen**  |  |  |
| Clean and sanitise floor |  | \* |
| Clean and disinfect white goods: kettle, fridge, microwave etc inside & out |  | \* |

|  |  |  |
| --- | --- | --- |
| **Toilets and shower** |  |  |
| Clean and disinfect walls around light switches, sinks & wipe posters | \* |  |
| Clean and disinfect paper towel & soap dispensers and air dryers  | \* |  |
| Clean and disinfect mirror to a shine | \* |  |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks | **\*** |  |
| Clean Pipework and trunking | \* |  |
| Clean and disinfect baby changing unit | \* |  |
| Clean and disinfect toilet door & walls | \* |  |
| Disinfect shower and fittings; clean to a shine and clear plug | \* |  |
| Clean and disinfect toilet roll dispensers  | \* |  |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |  |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach | \* |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |  |
| Sanitise floor, taking particular care in corners & edges | \* |  |
| **Cleaners cupboard** |  |  |
| Clean and disinfect mop, wring and store to dry | \* |  |
| Clean and rinse mop bucket | \* |  |
| Clean and rinse sink | \* |  |
| Clean vacuum & change dust bag if full | \* |  |
| Check stock levels & expiry dates |  | \* |
| Leave cleaning cupboard tidy | \* |  |

**Cleaning Schedule** **Moorwell Waste & recycling site**

Moorwell Waste and recycling site has a welfare facility (tearoom and toilet/shower area) and two small portacabin areas (the site office and the weighbridge office) that need cleaning.

Cleaning is required 3 hours a week; an hour a day on Monday at 5pm, Wednesday at 5pm and Friday at 4pm is required.

**Cleaning scope:**

* Welfare Area and small office areas

• Food/drink preparation area

• Door handles, glass panes and plates

• Toilets and showers

| **Area to be Cleaned** | **Daily** |
| --- | --- |
| **Welfare Unit and office areas** |  |
| Clean and disinfect door handles, finger plates, kick plates and light switches | \* |
| Sweep, mop and sanitise hard floor surface  | \* |
| Clean and disinfect all accessible surfaces | \* |
| Clean and disinfect tables  | \* |
| Bins: empty, clean and re-line | \* |
| **Welfare Unit Kitchen area** |  |
| Disinfect worktops and shine sink, plugholes, drainer, splashback & taps | \* |
| **Welfare Toilets and shower** |  |
| Clean and disinfect walls around light switches, sinks & wipe posters | \* |
| Clean and disinfect paper towel & soap dispensers and air dryers  | \* |
| Clean and disinfect mirrors: to a shine | \* |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks, pipes and trunking | **\*** |
| Clean and disinfect toilet cubicle doors & walls | \* |
| Clean and disinfect toilet roll dispensers  | \* |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach | \* |
| Clean and disinfect urinals, surrounds, plugs, pipes & change filter balls/blocks |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |
| Sanitise floor, taking particular care in corners & edges | \* |
| **Cleaners cupboard** |  |
| Clean and disinfect bucket and mop, wring and store to dry. Leave area tidy | \* |

**Cleaning Schedule Carn Gwaval Site**

Carn Gwaval site encompasses a number of services including Active Scilly, Childrens Services, Learn Scilly and Childrens Social Care. The separate nursery on site is managed independently by the leaseholder. Cleaning of the gym, sports hall, equipment and equipment store is NOT required.

Cleaning is needed twice daily, at specific times: early morning and mid-afternoon; this to fit around school times of use and evening activities. A total of 30 hours cleaning is required each week: 6 hours a day Monday to Friday. There is the potential that this could increase if activities extend into the weekend. For the purposes of this tender it should be assumed that cleaning will be restricted to Monday to Friday. All communal areas and surfaces require a clean, sanitise and vacuum, paying particular attention to high touch areas.

**Cleaning scope:**

* Front entrance and foyers
* Reception areas and corridors
* Offices and meeting rooms
* Changing rooms and showers
* Kitchen areas
* Medical room

• High touch areas: handles and switches

• Windows and sills

• Toilets

| **Area to be Cleaned** | **Daily** | **Twice daily** | **Monthly** |
| --- | --- | --- | --- |
| **All Rooms:** |  |  |  |
| Doors & glass both sides |  | \* |  |
| Clean and disinfect door handles, finger plates, kick plates |  | \* |  |
| Clean and disinfect light switches |  | \* |  |
| Clean and disinfect all accessible surfaces |  | \* |  |
| Clean and disinfect chairs, legs & vacuum upholstery | \* |  |  |
| Clean and disinfect cupboard doors and shelves | \* |  |  |
| **All Rooms cont.d** |  |  |  |
| Dust fire extinguishers & holders, cobwebs & reachable high surfaces |  |  | \* |
| Spot clean walls | \* |  |  |
| Damp dust radiators, skirting & trunking |  |  | \* |
| Clean windows, disinfect handles and sills | \* |  |  |
| Vacuum carpets and mats | \* |  |  |
| Bins: empty, clean and re-line | \* |  |  |
| **Front entrance, foyer and reception** |  |  |  |
| Clean and shine Doors and glass both sides |  | \* |  |
| Clean and disinfect reception front panels and screens |  | \* |  |
| Clean and disinfect coat rack |  |  | \* |
| Vacuum throughout including small offices behind reception | \* |  |  |
| **Internal corridors and viewing area** |  |  |  |
| Vacuum all flooring | \* |  |  |
| Clean and disinfect all surfaces and soft furnishings | \* |  |  |
| Clean and disinfect locker fronts on route to sports hall | \* |  |  |
| **Active/Learn Scilly, offices and meeting rooms** |  |  |  |
| As for All Rooms above, ensuring good ventilation in each room while working | \* |  |  |
| Spot clean soft furnishings | \* |  |  |
| **Childrens Social Care premises** |  |  |  |
| DAILY clean and disinfect each area as outlined in schedule; note: Therapy dog may be in the building | \* |  |  |
| Cleaning times may vary due to confidential nature of work | \* |  |  |
| **Kitchen areas** |  |  |  |
| Disinfect worktop and shine sink, plugholes, drainer, splashback & taps |  | \* |  |
| Clean and sanitise floor | \* |  |  |
| Clean and disinfect white goods: kettle, fridge, microwave etc inside & out |  |  | \* |
| **Changing rooms and showers** |  |  |  |
| Clean and disinfect benches and pegs |  | \* |  |
| Clean and disinfect shower cubicle doors, handles, locks |  | \* |  |
| Clean disinfect and shine shower heads and fittings  |  | \* |  |
| Clean, disinfect and shine sinks, taps, splashbacks and tops |  | \* |  |
| Empty, reline and clean waste bins | \* |  |  |
| Clean and sanitise floor |  | \* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Toilets** |  |  |  |
| Clean and disinfect walls around light switches, sinks & wipe posters |  | \* |  |
| **Toilets cont.d** |  |  |  |
| Clean and disinfect paper towel & soap dispensers and air dryers  |  | \* |  |
| Clean and disinfect mirrors to a shine |  | \* |  |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks |  | **\*** |  |
| Clean Pipework and trunking |  | \* |  |
| Clean and disinfect toilet door & walls |  | \* |  |
| Clean and disinfect toilet roll dispensers  |  | \* |  |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes |  | \* |  |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach |  | \* |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel |  | \* |  |
| Sanitise floor, taking particular care in corners & edges |  | \* |  |
| **Medical room** |  |  |  |
| Clean and disinfect all surfaces including sink, treatment couch, table chairs and shelving | \* |  |  |
| Clean window and disused wall mounted water boiler | \* |  |  |
| **Cleaners cupboard** |  |  |  |
| Clean and disinfect mop, wring and store to dry |  | \* |  |
| Clean and rinse mop bucket |  | \* |  |
| Clean vacuum & change dust bag if full |  | \* |  |
| Check stock levels & expiry dates |  |  | \* |
| Leave cleaning cupboard tidy |  | \* |  |

**Cleaning Schedule Normandy Swimming Pool**

Cleaning of the Normandy swimming pool site is for the reception and office areas only. All of the pool side area and plant room is out of bounds to cleaning staff.

A total of 2.5 hours cleaning a week, half an hour a day, at a time to be arranged with Active Scilly staff is required. The communal areas and surfaces require sanitising, paying particular attention to high touch areas.

**Cleaning scope:**

* Reception floor

• Food/drink preparation area

• High touch areas e.g. door handles

• Staff toilet

| **Area to be Cleaned** | **Daily** |
| --- | --- |
| **Reception** |  |
| Clean and disinfect door handles, finger plates, kick plates and light switches | \* |
| Vacuum carpet area  | \* |
| Clean and disinfect all accessible surfaces | \* |
| **Kitchen area** |  |
| Disinfect worktops and shine sink, plugholes, drainer, splashback & taps | \* |
| Sanitise hard floor surface | \* |
| **Toilets** |  |
| Clean and disinfect walls around light switches, sinks & wipe posters | \* |
| Clean and disinfect paper towel and soap dispensers  | \* |
| Clean and disinfect mirror to a shine | \* |
| Disinfect & shine taps, sink, plug, splashback, pipes and trunking | **\*** |
| Clean and disinfect toilet cubicle door & walls | \* |
| Clean and disinfect toilet roll dispenser  | \* |
| Clean and disinfect toilet handle, cistern, seat, pedestal & pipes | \* |
| Clean and disinfect toilet bowl and under rim; using brush and directional bleach | \* |
| Sanitise floor, taking particular care in corners & edges | \* |
| **Cleaning equipment area** |  |
| Clean and disinfect bucket and mop, wring and store to dry. Leave area tidy | \* |

**Cleaning Schedule St Mary’s Airport Public Toilets**

St Marys airport is open year-round, and the general cleaning is managed under a separate contract by the airport. Additional cleaning is required for the busy summer season when passenger numbers are at their highest.

15 hours cleaning per week: 2.5 hours a day Monday to Saturday is needed between May and September for additional cleaning of the toilet areas and re-stocking of consumables. Twice daily cleaning is required. Sessions may be early morning or late evening, with midday checks on stock levels and high contact area cleaning.

**Cleaning scope:**

* All sanitary ware: toilets, urinals, showers and sinks
* Floors, walls and surfaces
* Waste and consumables
* Male and female toilets, departure lounge
* Disabled toilet, departure lounge
* Unisex and disabled toilet, arrivals hall

| **Area to be Cleaned** | **2 x Daily** | **Daily** |
| --- | --- | --- |
| **Toilet facilities** |  |  |
| Clean and disinfect walls around light switches, sinks & wipe posters | \* |  |
| Clean and disinfect paper towel & soap dispensers and air dryers  | \* |  |
| Clean and disinfect mirrors: to a shine |  | \* |
| Disinfect & shine taps, sinks, plugs, dispensers, splashbacks | **\*** |  |
| Clean all pipework and trunking |  | \* |
| Clean and disinfect toilet cubicle doors & walls |  | \* |
| Clean and disinfect toilet roll dispensers  | \* |  |
| Remove and replace sanitary bin liners, clean bins |  | \* |
| Clean and disinfect toilet handles, cisterns, seats, pedestal & pipes | \* |  |
| Clean & disinfect toilet bowl & under rim; using brush & directional bleach | \* |  |
| Clean and disinfect urinals, surrounds & pipes, clear plugs, +/- change blocks | \* |  |
| Replenish consumables: soap, loo rolls, hand towels, hand gel | \* |  |
| Sanitise floor, taking particular care in corners & edges |  | \* |
| Empty, clean and re-line all waste bins, tie and dispose of | \* |  |
| Dust extractor fan vents, lights and cobwebs as high as reachable |  | \* |
| Clean disabled facilities as above, including handrails | \* |  |
| **Cleaners cupboard/plant room** |  |  |
| Clean and disinfect mop, wring and store to dry | \* |  |
| Clean and rinse mop bucket | \* |  |
| Clean and rinse sink | \* |  |
| Clean vacuum & change dust bag if full |  | \* |
| Check stock levels & expiry dates |  | \* |
| Leave cleaning cupboard tidy | \* |  |

|  |
| --- |
| **APPENDIX 2: Cleaning Packages for Tender Document (X=fixed times, O=negotiable times)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Package 1** |   |
|  | **7-8 am** | **8.30-9 am** | **9-10 am** | **10-11 am** | **11-12 pm** | **12-1 pm** | **1-2 pm** | **2-3 pm** | **3-4 pm** | **4-5 pm** | **5-6 pm** | **6-7 pm** | **7-8 pm** | **8-9 pm** | **Daily hrs** | **Days** | **Weekly hrs** | **Comments** |
| **Town Hall** |  |  |  |  |  |  |  |  |  | **O** | **O** | **O** |  |   | **3** | **Once weekly** | **3** |  |
| **Wesleyan** |   |   |  |  |  | **X** |  |  |  |  | **X** | **X** |  |   | **2.5** | **Mon-Fri** | **12.5** |   |
| **Library** | **X** |   |  |  |  |  |  |  |  |  |  |  |  |   | **1** | **Mon-Sat** | **6** |   |
| **Reg Office** |   | **X** |  |  |  |  |  |  |  |  |  |  |  |   | **0.5** | **Mon-Fri** | **2.5** |   |
| **TOTAL WEEKLY HOURS:**  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | **24 hrs/week** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Package 2** |   |
|  | **7-8 am** | **8.30-9 am** | **9-10 am** | **10-11 am** | **11-12 pm** | **12-1 pm** | **1-2 pm** | **2-3 pm** | **3-4 pm** | **4.30-5 pm** | **5-6 pm** | **6-7 pm** | **7-8 pm** | **8-8.30 pm** | **Daily hrs** | **Days** | **Weekly hrs** | **Comments** |
| **Porthcressa**  |   | **X** |  |  |  | **X** |  |  |  |  |   |  |  | **X** | **2** | **7 days week** | **14** | P/Cressa closed 25th Oct to 28th March '21 |
| **Strand** |   | **X** |  |  |  | **X** |  |  |  | **Xlow** |   |  |  | **Xhigh** | **2** | **7 days week** | **14** | Early close in low season |
| **Fire service** |   |   | **O**  |   |   |   |   |   |   |   | **O** |   |   |   | **1** | **Mon AND wed** | **2** | TBA around training night |
| **PEC** |  |  |  |  |  |  |  |  |  |  | **O** |  |  |   | **1** | **mon-Fri** | **5** |   |
| **Moorwell** |   |   |   |   |   |   |   |   |   | **X** |   |   |   |   | **1** | **Mon, Weds, Fri** | **3** |  |
| **TOTAL WEEKLY HOURS:**  |   |   |   |   |   |   |   |   |   |   |   | **High season: 38 hours/week** **Low Season: 24 hours/week** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Package 3** |   |
|  | **7-8 am** | **8-9 am** | **9-10 am** | **10-11 am** | **11-12 pm** | **12-1 pm** | **1-2 pm** | **2-3 pm** | **3-4 pm** | **4-5 pm** | **5-6.30 pm** | **6-7 pm** | **7-8 pm** | **8-9 pm** | **Daily hrs** | **Days** | **Weekly hrs** | **Comments** |
| **Carn Gwaval** | **X** | **X** |  |  |  |  |  |  | **X** | **X** |  |  |  |   | **5 or 6** | **Mon-Fri** | **30** | Assumes no opening at weekends. Nursery, Sports hall, Gym and equipment store NOT included |
| **Pool** |   |   |  **O** |   |   |   |   |   |   |   |  |   |   |   | **0.5** | **Mon-Fri** | **2.5** | **Poolside area excluded** |
| **Airport wc's** | **X** |  |  |  |  | **X** |  |  |  |  | **X** |   |   |   | **2.5** | **Mon-Sat** | **15** | High season only |
| **TOTAL WEEKLY HOURS:**  |   |   |   |   |   |   |   |   |   |   |   |   |   | **High season: 47.5 hours/week** **Low Season: 32.5 hours/week** |