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**Annex B2**

**SPECIFICATION**

**By responding to this tender, the supplier confirms they have read and understood all information given to provide pricing for cleaning services.**

**All three areas of Innovation Park have the below space. Please note this may not be 100% accurate and should be used as a guide only. Suppliers are encouraged to make a site visit.**

**IP1 – Baird House – 11,186 square feet**

**IP 2 – Babbage House - 7,986 square feet**

**Kilby House – 4,411 square feet**

**Cleaning Schedule to Follow:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site** | **Operatives** | **Hours Per Day** | **Days Per Week** | **Hours Per Week** |
| **IP 1 – Baird House** | 2 | 2.5 | 5  Monday to Friday | 25 |
| **IP 2 – Babbage House** | 3 | 2 | 5  Monday to Friday | 30 |
| **Kilby House** | 1 | 2 | 5  Monday to Friday | 10 |

**IP 1 – BAIRD HOUSE IP2 – BABBAGE HOUSE**

|  |  |
| --- | --- |
| **AREAS TO BE CLEANED** | **AREAS TO BE CLEANED** |
| **All on the 2nd Floor of building** | **All on the 2nd Floor of the building** |
| Entrance | Entrance/Reception |
| Kitchen | 10x Small Therapy Rooms |
| Breakout area x 2 | Group Therapy Room |
| Kitchen | 4 Man Office |
| Breakout bar | Large Meeting Room |
| Main meeting room | Small Meeting Room |
| Large open plan office | Open plan offices |
| Meeting room | Kitchen/Breakout Area |
| Meeting pods |  |
| 2x Small Meeting Rooms |  |
| Booking schedule office |  |

**KILBY HOUSE**

|  |
| --- |
| **AREAS TO BE CLEANED** |
| **All on 4th floor of building** |
| Entrance |
| Stairs to first floor |
| First floor landing |
| Kitchen / breakout area |
| Meeting room |
| Medium office |
| Open plan offices |

**Cleaning Schedule Task Overview:**

**IP 1 – BAIRD HOUSE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ENTRANCE:** | **DAILY** | **WEEKLY** | **MONTHLY** |
| Remove finger marks from glazing |  |  |  |
| Empty all waste bins and transfer waste to relevant disposal point |  |  |  |
| Clean/polish metalware, including push and kick plates |  |  |  |
| Dust/damp wipe down furniture |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Vacuum clean upholstered furniture and dust vinyl or leather furniture |  |  |  |
| HARD FLOORS: |  |  |  |
| Sweep and damp mop floors |  |  |  |
| CARPETED FLOORS: |  |  |  |
| Vacuum clean carpets/matting |  |  |  |
| **OFFICE AREAS:** |  |  |  |
| Empty waste bins and transfer waste to disposal point |  |  |  |
| Clean vision panels, push and kick plates |  |  |  |
| Dust/damp wipe furniture if free from paper encumbrance |  |  |  |
| Dust shelving and tops of filing cabinets where access allows |  |  |  |
| Sanitise telephone instruments |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Clean glass to bookcases and pictures |  |  |  |
| Vacuum clean upholstered furniture/ Dust vinyl or leather furniture |  |  |  |
| Feather dust PC monitor cases and hard drives |  |  |  |
| CARPETED FLOORS: |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Full vacuum to carpeted floors |  |  |  |
| **MEETING ROOM / CONFERENCE ROOM:** |  |  |  |
| Empty waste bins and transfer waste to disposal point |  |  |  |
| Clean vision panels, push and kick plates |  |  |  |
| Dust/damp wipe furniture |  |  |  |
| Dust shelving and tops of filing cabinets where access allows |  |  |  |
| Sanitise telephone instruments |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Clean glass to bookcases and pictures |  |  |  |
| Vacuum clean upholstered furniture/ Dust vinyl or leather furniture |  |  |  |
| Feather dust PC monitor cases and hard drives |  |  |  |
| CARPETED FLOORS: |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Full vacuum to carpeted floors |  |  |  |
| **CIRCULATION AREAS:** |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Dust frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  | ✓ |
| HARD FLOORS: |  |  |  |
| Sweep/damp mop floors |  |  |  |
| CARPETED FLOORS: |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Full vacuum to carpeted floors |  |  |  |
| **KITCHEN / CANTEEN AREAS:** |  |  |  |
| Empty/ clean waste bins and transfer waste to disposal point |  |  |  |
| Wash sinks drainers and worktops |  |  |  |
| Damp wipe tables |  |  |  |
| Wash dry and replace crockery and cutlery |  |  |  |
| Load dishwasher and start cycle |  |  |  |
| Clean interior/exterior of refrigerators and microwaves (The removal of perishables is the clients responsibility) |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Dust frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| Vacuum clean upholstered furniture/ Damp wipe hard furniture |  |  |  |
| HARD FLOORS: |  |  |  |
| Sweep/damp mop floors |  |  |  |
| CARPETED FLOORS: |  |  |  |
| Vacuum carpeted floors |  |  |  |

**IP 2 – BABBAGE HOUSE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ENTRANCE / RECEPTION AREAS** | **Daily** | **Weekly** | **Monthly** |
| Remove finger marks from entrance door glazing |  |  |  |
| Empty waste bins and transfer waste to disposal point |  |  |  |
| Clean/polish metal ware to include push and kick plates |  |  |  |
| Dust/damp wipe furniture |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Feather flick frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| Vacuum clean upholstered furniture/ Dust vinyl or leather furniture |  |  |  |
| HARD FLOORS |  |  |  |
| Sweep/damp mop floors |  |  |  |
| Machine burnish floors |  |  |  |
| CARPETED FLOORS |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Vacuum clean carpets/matting |  |  |  |
| **OFFICE AREAS** |  |  |  |
| Empty waste bins and transfer waste to disposal point |  |  |  |
| Clean vision panels, push and kick plates |  |  |  |
| Dust/damp wipe furniture if free from paper encumbrance |  |  |  |
| Dust shelving and tops of filing cabinets where access allows |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Feather flick frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| Vacuum clean upholstered furniture/ Dust vinyl or leather furniture |  |  |  |
| CARPETED FLOORS |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Full vacuum to carpeted floors |  |  |  |
| **THERAPY ROOMS:** |  |  |  |
| Empty general waste bins and transfer waste to disposal point |  |  |  |
| Clean vision panels, push and kick plates |  |  |  |
| Dust/damp wipe furniture if free from paper encumbrance |  |  |  |
| Dust shelving and tops of filing cabinets where access allows |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Feather flick frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| Vacuum clean upholstered furniture/ Dust vinyl or leather furniture |  |  |  |
| CARPETED FLOORS |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Full vacuum to carpeted floors |  |  |  |
| **MEETING ROOM / CONFERENCE ROOM** |  |  |  |
| **Empty waste bins and transfer waste to disposal point** |  |  |  |
| **Clean vision panels, push and kick plates** |  |  |  |
| **Dust/damp wipe furniture** |  |  |  |
| **Dust shelving and tops of filing cabinets where access allows** |  |  |  |
| **Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”)** |  |  |  |
| **Feather flick frames and glass to pictures** |  |  |  |
| **Feather flick high level areas where accessible** |  |  |  |
| **Vacuum clean upholstered furniture/ Dust vinyl or leather furniture** |  |  |  |
| **CARPETED FLOORS** |  |  |  |
| **Spot vacuum carpeted floors** |  |  |  |
| **Full vacuum to carpeted floors** |  |  |  |
| **KITCHEN / CANTEEN AREAS** |  |  |  |
| **Empty/ clean waste bins and transfer waste to disposal point** |  |  |  |
| **Wash sinks drainers and worktops** |  |  |  |
| **Damp wipe tables** |  |  |  |
| **Wash dry and replace crockery and cutlery** |  |  |  |
| **Load dishwasher and start cycle** |  |  |  |
| **Clean interior/exterior of refrigerators and microwaves (The removal of perishables is the clients responsibility)** |  |  |  |
| **Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”)** |  |  |  |
| **Dust frames and glass to pictures** |  |  |  |
| **Feather flick high level areas where accessible** |  |  |  |
| **Vacuum clean upholstered furniture/ Damp wipe hard furniture** |  |  |  |
| **HARD FLOORS** |  |  |  |
| **Sweep/damp mop floors** |  |  |  |
| **CARPETED FLOORS** |  |  |  |
| **Vacuum carpeted floors** |  |  |  |

**KILBY HOUSE**

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRE / REAR STAIRCASE** | **Daily** | **Weekly** | **Monthly** |
| Sweep/damp mop hard floors |  |  |  |
| Dust/polish balustrades and handrails |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Clean stair nosing's |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| **ENTRANCE / RECEPTION AREAS** |  |  |  |
| Sweep/damp mop entrance step |  |  |  |
| Remove finger marks from entrance door glazing |  |  |  |
| Empty waste bins and transfer waste to disposal point |  |  |  |
| Clean/polish metal ware to include push and kick plates |  |  |  |
| Dust/damp wipe furniture |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Feather flick frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| Vacuum clean upholstered furniture/ Dust vinyl or leather furniture |  |  |  |
| CARPETED FLOORS |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Vacuum clean carpets/matting |  |  |  |
| **OFFICE AREAS** |  |  |  |
| Empty waste bins and transfer waste to disposal point |  |  |  |
| Clean vision panels, push and kick plates |  |  |  |
| Collect and return to kitchen and place into Dish Washer all crockery and cutlery |  |  |  |
| Dust/damp wipe furniture if free from paper encumbrance |  |  |  |
| Dust shelving and tops of filing cabinets where access allows |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Feather flick frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| Vacuum clean upholstered furniture/ Dust vinyl or  leather furniture |  |  |  |
| CARPETED FLOORS |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Full vacuum to carpeted floors |  |  |  |
| **MEETING ROOM / CONFERENCE ROOM** |  |  |  |
| Empty waste bins and transfer waste to disposal point |  |  |  |
| Clean vision panels, push and kick plates |  |  |  |
| Collect crockery, cutlery and coasters (Max 15mins from all areas, including returning to kitchen and washing items/loading dishwasher) |  |  |  |
| Dust/damp wipe furniture |  |  |  |
| Dust shelving and tops of filing cabinets where access allows |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Feather flick frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| Vacuum clean upholstered furniture/ Dust vinyl or leather furniture |  |  |  |
| CARPETED FLOORS |  |  |  |
| Spot vacuum carpeted floors |  |  |  |
| Full vacuum to carpeted floors |  |  |  |
| **KITCHEN / BREAKOUT AREA** |  |  |  |
| Empty/ clean waste bins and transfer waste to disposal point |  |  |  |
| Wash sinks drainers and worktops |  |  |  |
| Damp wipe tables |  |  |  |
| Wash dry and replace crockery and cutlery |  |  |  |
| Load dishwasher and start cycle |  |  |  |
| Clean interior/exterior of refrigerators and microwaves (The removal of perishables is the clients responsibility) |  |  |  |
| Dust/damp wipe skirting’s, radiators, ledges, sills, fixtures and fittings to hand height (5’6”) |  |  |  |
| Dust frames and glass to pictures |  |  |  |
| Feather flick high level areas where accessible |  |  |  |
| Vacuum clean upholstered furniture/ Damp wipe hard furniture |  |  |  |
| **HARD FLOORS** |  |  |  |
| **Sweep/damp mop floors** |  |  |  |