**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.

7.5 cleaning hours per week required: comprising of a once daily clean totalling 1.5 hours per day Monday to Friday.

All communal areas and surfaces are to be cleaned, sanitised with disinfectant high touch areas, toilets and vacuumed.

**Scope of works:**

* 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**  | **Daily**  | **Weekly** |
| **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 (as required) | \* |  |
| Bins: empty, clean and re-line  | \* |  |

**Cleaning Schedule: Wesleyan Chapel continued**

|  |  |  |
| --- | --- | --- |
| **Area to be cleaned**  | **Daily**  | **Weekly** |
| **Foyer**  |  |  |
| External key safe panel and box  | \* |  |
| Clean and disinfect tables and chairs  | \* |  |
| **Chamber**  |  |  |
| Clean and disinfect tabletops and chairs | \* |  |
| 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  | \* |  |

**Cleaning Schedule: Wesleyan Chapel continued**

|  |  |  |
| --- | --- | --- |
| **Area to be cleaned**  | **Daily**  | **Weekly** |
| **Toilets: Ground floor and first floor continued** |  |  |
| 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, toilet rolls, hand towels |  | \* |
| Sanitise floor, taking particular care in corners & edges  |  | \* |
| **Cleaners’ cupboard**  |  |  |
| Clean and disinfect mop then wring and store to dry  |  | \* |
| Clean and rinse mop bucket  |  | \* |
| Clean vacuum & change dust bag if full  |  | \* |
| Leave cleaning cupboard tidy  | \*  |  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing |   | \*  |

**Cleaning Schedule: Library**

The library is open 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.

**Area of works:**

* Communal areas including Reception Area
* Reception Area
* Stairs
* Upstairs
* Kitchen Area
* Toilets
* Cleaners’ Cupboard

|  |  |  |
| --- | --- | --- |
| **Scope of works**  | **Daily**  | **Weekly** |
| **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  | \*  |   |

**Cleaning Schedule: Library continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued** | **Daily**  | **Weekly** |
| **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, toilet rolls, hand towels | \* |  |
| Sanitise floor, taking particular care in corners & edges  | \*  |   |

**Cleaning Schedule: Library continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued** | **Daily**  | **Weekly** |
| **Cleaners’ cupboard**  |   |   |
| Clean and disinfect mop then wring and store to dry  | \*  |   |
| Clean and rinse mop bucket  | \*  |   |
| Clean vacuum & change dust bag if full  | \*  |   |
| Leave cleaning cupboard tidy  | \*  |  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing |   | \*  |

**Cleaning Schedule: Register Office**

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

2.5 hours per week additional cleaning clean is required: ½ an hour per 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.

**Area of works:**

* Communal Area
* Toilet
* Cleaner’s Cupboard

|  |  |  |
| --- | --- | --- |
| **Scope of works**  | **Daily**  | **Weekly** |
| **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  | \*  |   |

**Cleaning Schedule: Register Office continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued**  | **Daily**  | **Weekly** |
| **Toilet continued** |   |   |
| 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, toilet rolls, hand towels | \*  |   |
| Sanitise floor, taking particular care in corners & edges  | \*  |   |
| **Cleaners’ cupboard**  |   |   |
| Clean and disinfect mop then wring and store to dry  | \*  |   |
| Clean vacuum & change dust bag if full  | \*  |   |
| Leave cleaning cupboard tidy  | \*  |  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing |   | \*  |

**Cleaning Schedule: Porthcressa Public Toilets**

Porthcressa public toilets are open from 8.30am to 9.00pm during the high season and are either closed or open on reduced hours during the low (winter) 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.

**Area of works:**

* All Toilets including Disabled Facilities
* Entrance Way
* Cleaners’ Cupboard/plant room

|  |  |  |
| --- | --- | --- |
| **Scope of works**  | **2 x Daily Summer**  | **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 (as applicable) | \* |  |

**Cleaning Schedule: Porthcressa Public Toilets continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued**  | **2 x Daily Summer**  | **Daily** |
| **Toilet facilities continued** |  |  |
| Replenish consumables: soap, toilet rolls, hand towels | \* |  |
| 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  | \* |  |
| **Entrance way**  |  |  |
| 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  |  | \* |
| Leave cleaning cupboard/plant room tidy  | \* | \* |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing |  | \* |

**Cleaning Schedule: Strand Public Toilets**

Strand public toilets are open during the high season from 8-30am to 9.00pm and 8.30am to 5.00pm 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.

**Area of works:**

* All Toilets including Disabled Facilities
* Entrance Way
* Cleaners’ Cupboard

|  |  |  |
| --- | --- | --- |
| **Scope of works**  | **2 x Daily Summer** | **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 | \* |  |

**Cleaning Schedule: Strand Public Toilets continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued**  | **2 x Daily Summer** | **Daily** |
| **Toilet facilities continued** |  |  |
| Replenish consumables: soap, toilet rolls, hand towels | \* |  |
| 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 then wring and store to dry  | \* |  |
| Clean and rinse mop bucket  | \* |  |
| Clean vacuum & change dust bag if full  |  | \* |
| Leave cleaning cupboard tidy  | \* |  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing |  | \* |

**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.

**Area of works:**

* Lecture room, office, mezzanine
* Metal Stairs
* Kitchen Area
* Toilets/shower room
* Cleaners’ Cupboard

|  |  |
| --- | --- |
| **Scope of works**  | **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  | \*  |

**Cleaning Schedule: Porthmellon Fire Station continued**

|  |  |
| --- | --- |
| **Scope of works continued**  | **Daily**  |
| 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, toilet rolls, hand towels  | \*  |
| Sanitise floor, taking particular care in corners & edges  | \*  |
| **Cleaners’ cupboard**  |   |
| Clean and disinfect mop then wring and store to dry  | \*  |
| Clean and rinse mop bucket  | \*  |
| Clean vacuum & change dust bag if full  | \*  |
| Leave cleaning cupboard tidy  | **\***  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing | NB: This is weekly |

**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 galley kitchen apart from the kitchen floor.

5 hours cleaning per week: 1 hour a day Monday, Tuesday, Wednesday, Thursday and Friday inclusive is required.

All communal areas and surfaces require a clean, sanitise and vacuum, paying particular attention to high touch areas.

**Area of works:**

* Foyer & Reception Area
* Meeting Room
* Kitchen
* Toilets & Shower
* Open/unlocked offices
* Cleaners’ Cupboard

|  |  |  |
| --- | --- | --- |
| **Scope of works**  | **Daily**  | **Weekly** |
| **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  |  | \* |

**Cleaning Schedule: Porthmellon Enterprise Centre continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued**  | **Daily**  | **Weekly** |
| **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, toilet rolls, hand towels | \*  |   |
| Sanitise floor, taking particular care in corners & edges  | \*  |   |
| **Open/Unlocked Offices** |  |  |
| Doors & glass both sides  |  | \*  |
| Clean & disinfect door handles, finger plates, kick plates, light switches  | \*  |   |
| Clean and disinfect all accessible surfaces including desks/keyboards/screens. | \*  |   |
| Clean and disinfect chairs, legs & vacuum upholstery  |  | \*  |
| Dust cobwebs, vents & reachable high surfaces  |   | \*  |
| Spot clean walls  |   | \*  |

**Cleaning Schedule: Porthmellon Enterprise Centre continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued** | **Daily**  | **Weekly** |
| **Open/Unlocked Offices continued** |  |  |
| Damp dust skirting & trunking  |   | \*  |
| Clean windows, disinfect handles and sills  | \*  |   |
| Vacuum carpets  | \*  |   |
| **Cleaners’ cupboard**  |   |   |
| Clean and disinfect mop then wring and store to dry  | \*  |   |
| Clean and rinse mop bucket  | \*  |   |
| Clean and rinse sink  | \*  |   |
| Clean vacuum & change dust bag if full  | \*  |   |
| Leave cleaning cupboard tidy  | \* |  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing |  | \* |

**Cleaning Schedule: Moorwell Waste & Recycling Centre**

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 5.00pm then Wednesday at 5.00pm and Friday at 4.00pm is required.

**Area of works:**

* Welfare Unit & office areas
* Welfare Unit Kitchen Area
* Welfare Toilets & Shower
* Cleaners’ Cupboard

|  |  |
| --- | --- |
| **Scope of works**  | **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  | \*  |

**Cleaning Schedule: Moorwell Waste & Recycling Centre continued**

|  |  |
| --- | --- |
| **Scope of works continued**  | **Daily**  |
| **Welfare Toilets and shower continued** |   |
| Clean and disinfect urinals, surrounds, plugs, pipes & change filter balls |  \* |
| Sanitise floor, taking particular care in corners & edges  | \*  |
| Replenish consumables: soap, toilet rolls, hand towels | \*  |
| **Cleaners’ cupboard**  |   |
| Clean and disinfect bucket and mop then wring and store to dry | \*  |
| Leave cleaning cupboard tidy  | **\***  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing | NB: This is weekly |

**Cleaning Schedule: Carn Gwaval Site**

Carn Gwaval site encompasses a number of services including Active Scilly, Children’s Services, Learn Scilly and Children’s Social Care. The separate nursery on site is managed independently by the leaseholder.

Cleaning of the gym, equipment and equipment store is **NOT** required.

Cleaning is needed at specific times: early morning and mid-afternoon; this is to fit around school times of use and evening activities. A total of 24 hours cleaning is required each week: 3-4 hours a day 5-6 days a week. There is the potential that this could increase if activities extend into the weekend. All communal areas and surfaces require a clean, sanitise and vacuum, paying particular attention to high touch areas.

\*\*\* Currently \*\*\*

Sunday afternoon – clean sports hall floor and whole building
Monday – no clean
Tuesday to Friday early morning – Clean whole building
Saturday – hoover reception and clean the toilets by the gym

**Area of works:**

* All Rooms
* Front Entrance, Foyer & Reception
* Internal Corridor & Viewing Area
* Active/Learn Scilly, offices & meeting rooms
* Children Social Care premises
* Kitchen
* Changing Rooms & Showers
* Toilets
* Medical Room
* Sports Hall Floor
* Cleaners’ Cupboard

**Cleaning Schedule: Carn Gwaval Site continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works**  | **Daily** | **Weekly** |
| **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  | \* |  |
| 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  | \* |  |
| **Children’s 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  | \* |  |

**Cleaning Schedule: Carn Gwaval Site continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued**  | **Daily** | **Weekly** |
| **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  | \* |  |
| 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  | \* |  |
| Sanitise floor, taking particular care in corners & edges  | \* |  |
| Replenish consumables: soap, toilet rolls, hand towels | \* |  |

**Cleaning Schedule: Carn Gwaval Site continued**

|  |  |  |
| --- | --- | --- |
| **Scope of works continued**  | **Daily** | **Weekly** |
| **Medical room**  |   |   |
| Clean and disinfect all surfaces including sink, treatment couch, table chairs and shelving  | \* |  |
| Clean window and disused wall mounted water boiler  |  | \* |
| **Sports Hall Floor**  |  |  |
| Vacuum and Mop with specific cleaning agent provided – estimated time for this – 3 Hrs |  | \* |
| **Cleaners’ cupboard**  |  |  |
| Clean and disinfect mop then wring and store to dry  | \* |  |
| Clean and rinse mop bucket  | \* |  |
| Clean vacuum & change dust bag if full  | \* |  |
| Leave cleaning cupboard tidy  | \* |  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing |  | \* |

**Cleaning Schedule: Normandy Swimming Pool**

Cleaning of the Normandy swimming pool site is for 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 at a time **to be arranged with Active Scilly staff is required**. This may be on an ad hoc basis for a ‘deep clean’.

The communal areas and surfaces require sanitising, paying particular attention to high touch areas.

**Area of works:**

* Reception
* Kitchen Area
* Toilets
* Cleaning Equipment Area

|  |  |
| --- | --- |
| **Scope of works**  | **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  | \* |

**Cleaning Schedule: Normandy Swimming Pool continued**

|  |  |
| --- | --- |
| **Scope of works continued** | **Daily** |
| 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  | \*  |
| Replenish consumables: soap, toilet rolls, hand towels  | \* |
| **Cleaning equipment area**  |   |
| Clean and disinfect bucket and mop then wring and store to dry | \*  |
| Leave cleaning area tidy  | **\***  |
| Check stock levels & expiry dates & advise of any shortfalls of materials that need replenishing | NB: This is weekly |

**Additional information:**

As part of the cleaning contract all consumables will be provided by the Council

Dry consumables - Toilet Roll, Hand Towels, J Cloths (Wipes), Vacuums & Vacuum accessories, Mops & Buckets, Blue Roll, Toilet brushes,

Wet consumables - Bleach, Toilet Cleaner, Pine Disinfectant (floor and walls), Hand Soap,

1. Each Contractor will be required to Sign in and out of each property for Health & Safety reasons.
2. There will be a requirement for contractor to sign off the daily checklist on each site which will be checked weekly by the Council.
3. The Council reserves the right to spot check premises weekly.
4. Replenishment of stock requirements must be advised weekly to the Council.

**APPENDIX 2: Cleaning Packages for Tender Document**

**(X = fixed times, O = Current schedule / negotiable times)**

**Package 1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **AM** | **AM** | **AM** | **AM** | **AM** | **PM** | **PM** | **PM** | **PM** | **PM** | **PM** | **Daily Hrs** | **Days** | **Weekly Hours** | **Comments** |
|  | **7-8** | **8.30- 9** | **9-10** | **10-11** | **11-12** | **12-1** | **2-4** | **5-6** | **6-7** | **7-8** | **8-9** |  |  |  |  |
| **Wesleyan**  |  |  |  |  |  | **O** |  |  |  |  |  | **1.5** | **Mon-Fri** | **7.5** |  |
| **Library** | **O** |  |  |  |  |  |  |  |  |  |  | **1** | **Mon-Sat** | **6** |  |
| **Registry Office** |  | **O** |  |  |  |  |  |  |  |  |  | **.5** | **Mon-Fri** | **2.5** |  |
| **TOTAL HOURS WEEKLY** |  | **16** |  |

**(X = fixed times, O = Current times but negotiable)**

**Package 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **AM** | **AM** | **AM** | **AM** | **AM** | **PM** | **PM** | **PM** | **PM** | **PM** | **PM** | **PM** | **Daily Hrs** | **Days** | **Weekly Hours** | **Comments** |
|  | **7-8** | **8.30- 9** | **9-10** | **10-11** | **11-12** | **12-1** | **2-4** | **4.30-5** | **5-6** | **6-8** | **8-8.30** | **8.30 -9** |  |  |  |  |
| **Porthcressa**  |  | **X** |  |  |  | **O** |  | **X LOCK UP LOW** |  |  | **X LOCK UP HIGH** |  | **2** | **7 days a week** | **14**  | **Open 7 days Summer** **2 days Winter (W/E)** |
| **Strand** |  | **X** |  |  |  | **O** |  | **X LOCK UP Low** |  |  | **X LOCK UP High** |  | **2** | **7 days a week 2 days week Winter** | **14** | **Early close in low Season** |
| **Fire Service** |  |  |  |  |  |  |  |  | **O** |  |  |  | **1** | **Mon & Wed** | **2** | **TBA around training night** |
| **PEC** |  |  |  |  |  |  |  |  | **O** |  |  |  | **1** | **5 days** | **5** |  |

**Package 2 continued**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **AM** | **AM** | **AM** | **AM** | **AM** | **PM** | **PM** | **PM** | **PM** | **PM** | **PM** | **PM** | **Daily Hrs** | **Days** | **Weekly Hours** | **Comments** |
|  | **7-8** | **8- 9** | **9-10** | **10-11** | **11-12** | **12-1** | **2-4** | **4-5** | **5-6** | **6-8** | **8-8.30** | **8.30 - 9** |  |  |  |  |
| **Moorwell** |  | **X either ½ hr so = 1hr day** |  |  |  |  |  | **X either ½ hr so = 1hr day** |  |  |  |  | **1** | **Mon, Wed & Fri** | **3** |  |
| **TOTAL HOURS WEEKLY****High & Low Season** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **38 High****22 Low Toilets hrs** |  |

**(X = fixed times, O = Current schedule / negotiable times)**

**Package 3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **AM** | **AM** | **AM** | **AM** | **PM** | **PM** | **PM** | **PM** | **PM** | **PM** | **PM** | **Daily Hrs** | **Days** | **Weekly Hours** | **Comments** |
|  | **7-8** | **8- 9** | **9 -10** | **10 -2** | **2 - 3** | **3 - 4** | **4 - 5** | **5 - 6** | **6 - 7** | **7 - 8** | **8 - 9** |  |  |  |  |
| **Carn Gwaval & Sports Hall** | **X** | **X** |  |  |  | **X** | **X** |  |  |  |  | **3-4**  | **5-6 Days** | **24** | **Nursery, Gym and equipment store NOT included** |
| **Pool** |  |  | **O** |  |  |  |  |  |  |  |  | **0.5** | **Mon-Fri** | **2.5** | **Poolside Area excluded** |
| **TOTAL HOURS WEEKLY** |  |  |  |  |  |  |  |  |  |  |  |  |  | **26.5** |  |

**(X = fixed times, O = Current schedule / negotiable times)**