



Bodmin Town Council Cleaning Contract Requirements 2017

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1 Sites to be covered

- Priory Car Park Toilets
- Higher Bore Street Toilets
- Fairpark Toilets

2 Services Required

Bodmin Town Council wishes to seek quotations for providing the cleaning of its various public conveniences and the opening and closing of its car park.

Morning Requirements

- Unlock at each toilet block
- Opening of Car Park Barriers

Evening Requirements

- Lock each toilet block
- Clean each toilet block – In accordance to cleaning schedule;
 - Cleaning is required Monday to Sunday, 52 weeks a year, including all bank holidays with the exception of Christmas Day (364 days per year)
 - Cleaning activities reports need to be signed and logged daily at each site
 - Vandalism and problems must be reported immediately, and where appropriate not opened to the public.
 - Graffiti to be removed or reported if excessive and cannot be removed
 -
- Closing of Car Park Barriers

A quarterly deep clean of each toilet block should to be included in the quotation, itemised separately.

The Council requires provision for around 12 late night lock ups per year to cover events such as Fireworks etc

The duties must be covered with two shifts covered as detailed above.

The timing requirements are specified in Site & Activity Timetable 5.0

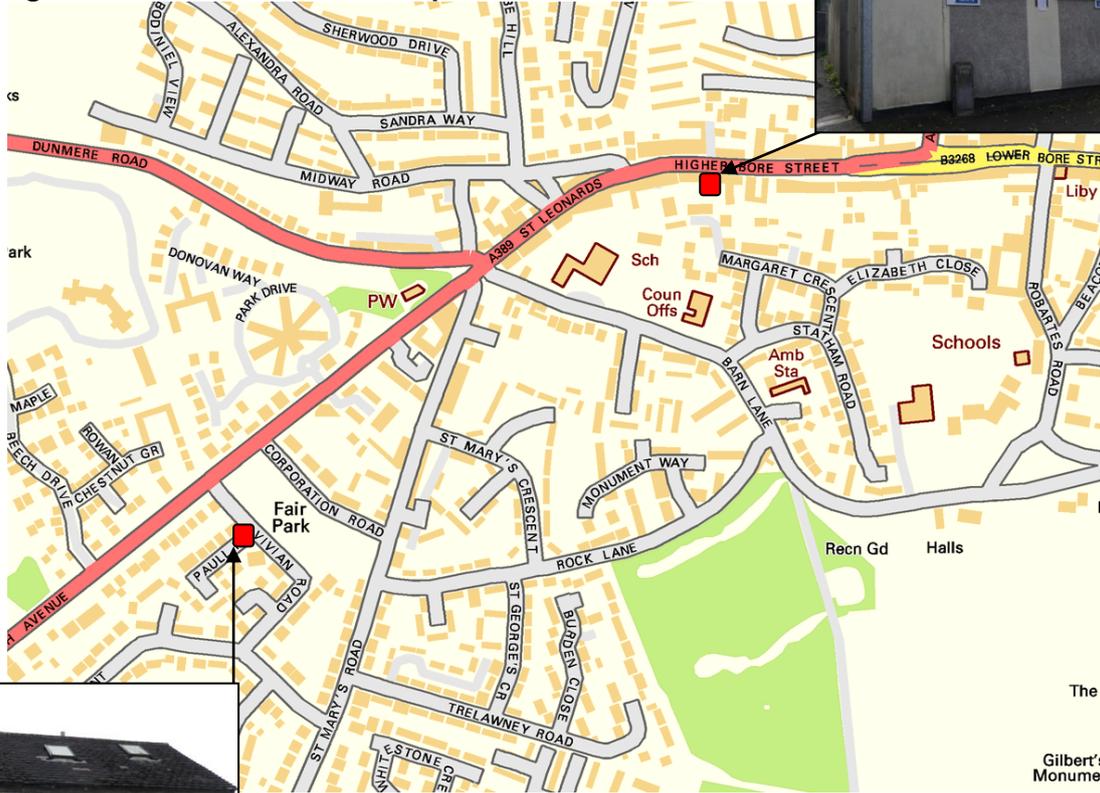
3 Map of Priory Car park

Priory Car Park Toilets



4 Map of Higher Bore Street & Fairpark Toilets

Higher Bore Street Toilets & Fairpark Toilets



5 Site & Activity Timetable

Site	Time	Activity
Priory Car Park	07.00	<ul style="list-style-type: none"> • Unlock of Toilets • Open Barriers
Priory Car Park	18.00	<ul style="list-style-type: none"> • Lock Up of Toilets • Full Clean – See Schedule for specifics • Close Barriers
Fairpark	07.00	<ul style="list-style-type: none"> • Unlock of Toilets
Fairpark	18.00	<ul style="list-style-type: none"> • Lock Up of Toilets • Full Clean – See Schedule for specifics
Higher Bore Street	07.00	<ul style="list-style-type: none"> • Unlock of Toilets
Higher Bore Street	18.00	<ul style="list-style-type: none"> • Lock up of Toilets • Full Clean – See Schedule for specifics

Please note at 18:00 all three toilet blocks should be locked one after the other to minimise vandalism and then cleaned.

The operative will require a vehicle to be able to attend each site in a timely manner.

Please note suggested times scales for completion of the requirements are in the region of one hour in the morning and three and a half in the evening. However this is just a guideline, as you may feel more time is needed in order to carry out the duties to the required to meet the requirements and ensure appropriate standards are met.

A quarterly deep clean would also need to be included in the quotation**

6 Suggested Cleaning Schedule

Suggested Cleaning Schedule – Public Conveniences				
No.	Activity	Frequency (D-Daily/W-Weekly/M-Monthly)		
		Ladies	Gents	Disabled / Baby Change
1	Check Signage is present 'Ladies', 'Gents', 'Disabled', Slippery Floor' (Log if not so it can be replaced)	D	D	D
2	Clean toilet pans – remove all stains and marks (check if secure – log if not)	D	D	D
3	Clean toilet seats and covers – remove any marks and stains (check if secure – log if not)	D	D	D
4	Clean outside of toilet & cisterns	D	D	D
5	Clean urinals internally and externally – remove all debris to avoid blockages (including traps and pipe work)	N/A	D	N/A
6	Sweep and Mop all floors – pay special attention to corners and edges	D	D	D
7	Wipe all skirting boards – remove any scuff/dirty marks	D	D	D
8	Wash/Wipe all walls, tiles & doors – remove any dirty marks and graffiti (advise line manager if graffiti can't be removed)	D	D	D
9	Clean window ledges & frames	D	D	D
	Check for Needles and Drug paraphernalia – dispose of correctly (Sharps bins etc) if present and make a note	D	D	D
10	Clean all work top areas	D	D	D
11	Wipe all Sanitary bins	D	D	D
12	Clean all wastepipes and pipe work	D	D	D
13	Clean ceilings and lights – remove toilet tissue and cobwebs	D	D	D
14	Wipe all ledges & other surfaces	D	D	D
15	Clean Wallgate unit inside & out – check in working order (log if repairs required)	D	D	D
16	Replenish Toilet Roll in ALL cubicles	D	D	D
17	Replenish Soap	D	D	D
18	Clean all tops of partition walls/doors	W	W	W
19	Clean windows	M	M	M

7 Consumables & Materials - who is responsible?

The cleaning contractor would be responsible for all consumables.

8 Code of Practice

We would require your code of conduct with regards to procedures for locking up of toilets, finding a person in the toilets, Storing of Cleaning materials e.g. chemicals, no smoking policy etc

**Keys are not to be left in vehicles

**Chemicals to be stored in locked facilities/cupboards

9 Insurance and Accreditation Requirements

Please note any company wishing to tender for the contract will require Employers Liability Insurance and Public Liability insurance along with appropriate accreditations and memberships i.e. CHAS, Safe Contractor Approved etc

10 Contract Particulars

Things to be included:-

Contract duration 3 years with 12 month review

Penalty Clauses – Reduced Payments if unsatisfied with service / underperformance

Performance reviews – on going / monthly meetings

In addition to standard maintenance contracts we would be happy to accept tender offers from companies offering alternative solutions, such as full maintenance and management solutions.