

Specification Index

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1. Cleaning

1 (a) General

The weekly cleaning at **Jacobs House** is to be carried outside of the normal working hours - 9am to 5pm. The day of the week is at the discretion of the contractor but where possible should remain consistent throughout the contract. The Town Clerk should be notified if there are any changes to the “normal” cleaning day.

The cleaning at **The Vibe Youth Centre** is to be carried out four times a week and at all times should avoid any scheduled youth service or church sessions. For tender purposes the contractor should allow for three weekday cleans and one weekend clean per week.

The dates and times for The Vibe will be agreed with the service provider and the Town Clerk with the contractor having visual access to the youth sessions online diary to aid scheduling.

The cleaning at **The Tabernacle** is to be carried as detailed in the table below and should avoid any scheduled Community Delivery. The Tabernacle Site Administrator will inform the contractor of diary dates relating to community delivery.

Zone 3	Zone 4	Zone 5
2 visits a week before 10am	1 visit per week rising to 2 as use increases before 10am	1 visit per week before 9am
Monday & Thursday	Friday and Monday (if required)	Friday

The **Telephone Box** to be cleaned once per week at the same time as the Jacobs House cleaning.

1 (b) Site Security

The cleaning operative(s) will be required to sign for a key/fob and be responsible for the building remaining secure and alarmed during and after visits of Jacobs House, The Vibe Youth Centre & Tabernacle Church.

1 (c) Standards

If the service provider fails to carry out sufficient cleaning to maintain the standard throughout the contract, any payment will be reduced by the proportion deemed appropriate by the Town Clerk.

1 (d) Special Instruction

The Town Clerk may instruct the service provider to clean more or less frequently than specified if this should be necessary because of a special occasion. The monthly account will be adjusted accordingly.

Where an additional clean is required for a special occasion or other requirement, then the council shall pay for such a clean as an extra in accordance with the schedule of rates.

1 (e) Relations with the Public

In dealing with the public the service provider's staff shall observe common courtesy and politeness even though such may not be reciprocated and take all reasonable steps to ensure good relations between the public, the Council and the service provider's staff.

1(f) Extent of Works – Jacobs House

The extent of the cleaning is to include:

Service To Be Provided	Weekly	Monthly
Remove finger marks from entrance door	X	
Empty all office waste bins into large bins at ground floor storage area.	X	
Vacuum Carpeted landings and staircases	X	
Vacuum all carpeted floors	X	
Damp mop hard floors.	X	
Clean kitchen worktops, sinks, taps, tiles etc.	X	
Remove finger marks and spillages from doors, light-switches, cupboards, glass screens, windows etc.	X	
Wipe clean and disinfect telephones, keyboards etc	X	
Wax polish or damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' 0" (Papers and files not to be moved)	X	
High dust all ledges, lintels etc to normal ceiling height.		X
Vacuum upholstered furniture		X
Toilets – Brush floor surface, wash & disinfect floor.	X	
Toilets – Wash/dry polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat	X	
Toilets – Replenish toilet facilities using client's own materials.	X	

1(g) Extent of Works – **The Vibe**

The extent of the cleaning is to include:

Service To Be Provided	Per Visit	Weekly	Monthly	Annually
Remove finger marks from entrance door		X		
Remove finger marks from interior window panes		X		
Empty all office waste bins	X			
Remove rubbish and place in wheeled bins	X			
Vacuum all carpeted floors	X			
Damp mop hard floors.	X			
Replenish blue roll and soaps in kitchen		X		
Wipe clean kitchen worktops, sinks, taps, tiles etc.	X			
Wipe clean inside of small kitchen equipment e.g. microwave etc		X		
Wipe clean inside of large kitchen equipment e.g. fridge, oven etc		X		
Wipe clean inside of kitchen cupboards and drawers				X
Wipe Clean Extractor Hood		X		
Wipe clean interior of dishwasher and replenish salt, rinse aid.			X	
Remove finger marks and spillages from doors, light-switches, cupboards, glass screens, windows etc.	X			
Wipe clean and disinfect telephones, keyboards etc		X		
Wax polish or damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' 0"			X	
High dust all ledges, lintels etc to normal ceiling height.			X	
Vacuum upholstered furniture			X	
Wipe clean walls				X
Toilets – Brush floor surface, wash & disinfect floor.	X			
Toilets – Wash/dry polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat	X			
Toilets – Replenish toilet facilities using client's own materials.	X			
Toilet – Wipe clean and disinfect tiled walls		X		

1(h) Extent of Works – **The Tabernacle Church – Community Rooms (Zone 3)**

The extent of the cleaning is to include:

Service to be provided	Per Visit	Weekly	Monthly	Other
Damp mop all hard floors (kitchen/reception/toilets)	X			
Sweep wooden hall floor	X			
Vacuum carpeted floor (lounge)	X			
Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside.	X			
Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout.	X			
Wipe clean kitchen worktops/hob/sink/tiles/taps etc	X			
Wipe clean inside small kitchen equipment (eg. microwave)		X		
Wipe clean inside large kitchen equipment (eg. fridge/oven etc.)		X		
Deep clean oven				Every 6 months
Check, clean and replace extractor hood with clients own filters				Every 6 months
Wipe clean inside kitchen cupboards and drawers this will involve emptying and putting everything back				Annually
Replenish Blue roll, soap and other consumables from clients own stock as required	X			
Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout			X	
Vacuum upholstered furniture			X	
Toilets – sweep, wash and disinfect floors	X			
Toilets – wash, dry, polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat.	X			
Toilet- replenish toilet facilities using client's own materials as required	X			

1(i) Extent of Works – **The Tabernacle Church – Upper Rooms (Zone 4)**

The extent of the cleaning is to include:

Service to be provided	Per Visit	Weekly	Monthly	Other
Damp mop all hard floors (kitchen/lobby /toilets)	X			
Sweep wooden hall Floor	X			
Sweep Storeroom		X		
Sweep Chapel Floor	X			
Sweep/vacuum Stairs	X			
Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside.	X			
Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout.	X			
Wipe clean kitchen worktops/hob/sink/tiles/taps etc	X			
Wipe clean inside any small kitchen equipment (e.g. microwave)		X		
Wipe clean inside large kitchen equipment (e.g. fridge/ovens etc.)		X		
Deep clean ovens every 3 months				Every 3 months
Deep clean Dishwasher incl grease trap every 3 months				Every 3 months
Wipe clean inside kitchen cupboards and drawers – this will involve emptying cupboards and putting things back				Every 3 months
Replenish Blue roll, soap and other consumables from client's own stock as required	X			
Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout			X	
Vacuum upholstered furniture			X	
Toilets – sweep, wash and disinfect floors	X			
Toilets – wash, dry, polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat.	X			
Toilet- replenish toilet facilities using client's own materials as required	X			

1(j) Extent of Works – **The Tabernacle Church – Upper Parsonage (Zone 5)**

The extent of the cleaning is to include:

Service to be provided	Per Visit	Weekly	Monthly	Annually
Vacuum all carpeted areas	X			
Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside.	X			
Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout.	X			
Wipe desks, keyboards, phones and shelving etc	X			
Wipe all screens with appropriate cloth and cleaner	X			
Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout			X	
Vacuum upholstered furniture			X	
Keep Cleaning cupboard tidy and ensure floor is kept dust free	X			

1(k) Extent of Works – **The Telephone Box, Castle Street, Dursley.**

The extent of the cleaning is to include:

To wipe down the internal panes, surfaces and the external panes once per weekly visit.