**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 a once daily clean totalling 1.5 hours per day Monday to Friday. All communal areas and surfaces are to be cleaned, sanitised and vacuumed (if required); with 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**  | **Daily**  | **Weekly** | **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 (as required) | \*  |  |   |
| Bins: empty, clean and re-line  | \*  |  |   |
| **Foyer**  |   |  |   |
| External key safe panel and box  | \*  |  |   |
| Clean and disinfect Hand Sanitising table and chairs  |  \* |  |   |
| **Chamber**  | **Daily**  | **Weekly** | **Monthly**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Area to be Cleaned**  |  |  |  |
| 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  |  \* | \*  |   |
| 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 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.

**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  | \*  |   |
| **Area to be Cleaned**  | **Daily**  | **Monthly**  |
| 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 a week additional cleaning clean is required: half 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.

**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 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.

**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  |   | \*  |
| **Area to be Cleaned**  | **2 x** **Daily**  | **Daily**  |
| **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  | \*  |   |
| **Area to be Cleaned**  | **2 x** **Daily**  | **Daily**  |
| **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,  | \*  |
| **Area to be Cleaned**  | **Daily**  |
| 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 galley kitchen apart from the kitchen floor.

3 hours cleaning per week: 1 hour a day Monday, Wednesday and 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 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 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**  |   |
| **Area to be Cleaned**  | **Daily**  |
| 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, 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 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. 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  |   |   | \*  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Area to be Cleaned**  | **Daily**  | **Twice daily**  | **Monthly**  |
| & 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  | \*  |   |   |
| **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  |  |   | \*  |
| **Sports Hall Floor** |  | Once a week |  |
| **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 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.

**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  |   | \*  |
| **Area to be Cleaned**  | **2 x** **Daily**  | **Daily**  |
| 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**  |  |  |  |   |
|  | **78 am**  | **8.30-****9 am**  | **9-****10 am**  | **1011 am**  | **1112 pm**  | **12-****1 pm**  | **12 pm**  | **23 pm**  | **34 pm**  | **4-5 pm**  | **5-6 pm**  | **67 pm**  | **78 pm**  | **8-9 pm**  | **Daily hrs**  | **Days**  | **Weekly hrs**  | **Comments**  |
| **Wesleyan**  |   |   |  |  |  | **X**  |  |  |  |  | **X**  | **X**  |  |   | **1.5**  | **Mon-Fri**  | **7.5**  |   |
| **Library**  | **X**  |   |  |  |  |  |  |  |  |  |  |  |  |   | **1**  | **Mon-Sat**  | **6**  |   |
| **Reg Office**  |   | **X**  |  |  |  |  |  |  |  |  |  |  |  |   | **0.5**  | **Mon-Fri**  | **2.5**  |   |
| **TOTAL WEEKLY HOURS:**  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | **16 hrs/week**  |

|  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **Package 2**  |  |   |
|  | **78 am**  | **8.30-****9 am**  | **9-****10 am**  | **1011 am**  | **1112 pm**  | **12-****1 pm**  | **12 pm**  | **23 pm**  | **34 pm**  | **4.30-****5 pm**  | **5-6 pm**  | **67 pm**  | **78 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,Wed,Fri**  | **3**  |   |
| **Moorwell**  |   |   |   |   |   |   |   |   |   | **X**  |   |   |   |   | **1**  | **Mon,** **Weds,** **Fri**  | **3**  |   |
| **TOTAL WEEKLY HOURS:**  |   |   |   |   |   |   |   |   |   |   |   | **High season: 36 hours/week Low Season: 22 hours/week**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Package 3**  |  |   |
|  | **78 am**  | **8-9 am**  | **9-****10 am**  | **1011 am**  | **1112 pm**  | **12-****1 pm**  | **12 pm**  | **23 pm**  | **34 pm**  | **4-5 pm**  | **5-****6.30 pm**  | **67 pm**  | **78 pm**  | **8-9 pm**  | **Daily hrs**  | **Days**  | **Weekly hrs**  | **Comments**  |
| **Carn Gwaval+Sports Hall**  | **X**  | **X**  |  |  |  |  |  |  | **X**  | **X**  |  |  |  |   | **5 or 6**  | **Mon-Fri****Sun**  | **33.5**  | Assumes no opening at weekends. Nursery, Gym and equipment store NOT included  |
| **Pool**  |   |   |  **O**  |   |   |   |   |   |   |   |  |   |   |   | **0.5**  | **Mon-Fri**  | **2.5**  | **Poolside area excluded**  |
| **Airport WCs**  | **X**  |  |  |  |  | **X**  |  |  |  |  | **X**  |   |   |   | **2.5**  | **Mon-Sat**  | **15**  | High season only  |
| **TOTAL WEEKLY HOURS:**  |   |   |   |   |   |   |   |   |   |   |   |   |   | **High season: 51 hours/week Low Season: 36 hours/week**  |