

Moulton Parish Council Caretaking and Cleaning Specification October 2019

Community Centre	Village
<p>Daily</p> <ul style="list-style-type: none"> • Clean all toilets in the building (including library)/ check toilet rolls/soap levels, including wiping over all fixtures and fittings, cleaning inside and out of all bowls/urinals and mopping of floors • Sweep/mop café hard floor area, vacuum all barrier matting • Dust/wipe all tables, hard chairs and reception desk. Spot vacuum carpets. Library space • Library and upstairs kitchen – wipe all sides clean, clean sink and worktop, sweep and mop • Spot vacuum/sweep all other areas upstairs and V-sweep and spot mop Fitzjohn • Set up rooms for functions according to room plans • Clean/dust function rooms including alarm sensors • Empty all bins • Place Parking cones at entrance/exit and along Reedings when required. Bring back in to centre each evening • Unlock building – check schedule and set heating/air con/AHU as required • Lock and secure building – check each room to ensure all heating/air con/AHU has been switched off • Café furniture placed outside when needed • Visual check carpark for litter • Empty external bin as required • Place café chairs on tables for floor cleaning and take down when complete • Meet and greet hall hirers during caretaking time • Clean AV screens as required 	<p>Daily</p> <ul style="list-style-type: none"> • Opening, unlocking and locking of Public Gardens and Book Exchange at dawn and dusk
<p>Daily (Mon-Fri)</p>	<p>Daily (Mon-Fri)</p>
<ul style="list-style-type: none"> • Arrive at centre by 5pm to facilitate evening bookings 	<ul style="list-style-type: none"> • Litter pick and clear stream Public Gardens, place full bin bags at the top of the Public Gardens for DDC collection every Monday morning • Visual check on all other areas – Busbys Meadow, Sandy Hill, Redrow, David Wilson 2, Avant • Lifebuoy check – Redrow, Sandy Hill, David Wilson 2

Community Centre	Village
Weekends (Saturdays & Sundays)	Weekends (Saturdays & Sundays)
<ul style="list-style-type: none"> • Arrive at centre by 8am to facilitate weekend bookings (as required) 	
Three times per week	Three times per week
<ul style="list-style-type: none"> • Library – full dust/wipe and vacuum full rotary vacuum of all carpet • Fitzjohn – dust sides and skirting, full machine wash of floor • Office and meeting room – full dust/wipe and vacuum full rotary vacuum of all carpet • Claret and Manfield - full dust/wipe and vacuum full rotary vacuum of all carpet 	
Twice per week	Twice per week
<ul style="list-style-type: none"> • Sweep/mop landings and stairways 	<ul style="list-style-type: none"> • Empty Public Gardens bins • Water hanging baskets and planters
Weekly	Weekly
<ul style="list-style-type: none"> • Café Area – Remove all furniture and machine wash floor • Fitzjohn – Dust sides and skirting, full machine wash of floor • Nethercote – full clean of small hall, including machine wash of floor • Clean lift glass and internal door windows • Sweep and mop pre-school kitchen/toilets • Library cleaned, hoovered, tidies and dusted • Clean both showers • Legionella check – run water through showers and complete checklist. Hand to Admin staff • Carry out Fire Tests and complete log • Buff Fitzjohn/Nethercote hall floors • Sweep patio area 	<ul style="list-style-type: none"> • Inspect all play equipment and complete checklist for all sites. Checklist supplied by MPC. Complete checklist and hand to Admin staff • Public Gardens, Avant, David Wilson 2, Redrow, Sandy Hill • Check all noticeboards (including bus shelter boards), tidy and remove any out of date notices
Fortnightly	Fortnightly
	<ul style="list-style-type: none"> • Litter pick the following areas and take rubbish away: Lunchfield Lane, Manor road alleyway, Cross Street alleyway, fuller Road alleyway, Crowfields, Playing Field Brunting Road
Monthly	Monthly
<ul style="list-style-type: none"> • Clean and hoover fans in cloakrooms 	
Quarterly	Quarterly
	<ul style="list-style-type: none"> • Maintenance and operational check of all play equipment. Checklist supplied by MPC. Complete checklist and hand to Admin staff
Twice a year	Twice a year
<ul style="list-style-type: none"> • Radiator covers -take off grill and hoover • Clean gutters on roof 	<ul style="list-style-type: none"> • Collect Moulton Scene from printers and deliver to distributors and commercial premises

Community Centre	Village
Annually	Annually
<ul style="list-style-type: none"> Oil all door hinges WD40 Asset Register check • Deep clean main kitchen Deep clean x 3 smaller kitchens, not the large café kitchen 	<ul style="list-style-type: none"> Install hanging baskets/sponsorship plaques De-rig hanging baskets Asset Register check Christmas Tree – provide sleeve to Welford, move planter on day ready for install by Welford, supply and hang lights (tree not included), de-rig tree for Welford to collect Jet wash, disinfect, remove any semi-permanent graffiti and remove rubbish all bus shelters: Stocks Hill, Overstone Road, The Grove, Boughton Road, Northampton Lane North
As required	As required
<ul style="list-style-type: none"> On call security alarm Pick up cleaning supplies Deliver Welcome Packs/communications to residents Transport tables/chairs between community centre and village hall Unpack deliveries Emulsion walls and gloss paintwork Attend parish council events Clean fabric seats on chairs 	<ul style="list-style-type: none"> Place notices on noticeboards Remove smashed bottles/broken branches etc • Stain bus shelters Litter bins – check condition Seats/seating areas – check condition Noticeboards – check condition Remove posters from telegraph poles, lampposts etc Meet with contractors Attend parish council events
N/A	Fix My Street (Report to Admin Team as required)
	<ul style="list-style-type: none"> Street lights not working/poor condition of post Pot holes, flooding/blocked drains, road markings in need of repainting Debris on road/footpaths – leaves, branches etc Poor condition of footpaths, loose kerb stones, Overhanging trees fouling power lines Resident trees/hedges overhanging footpaths Traffic/directional signs – cleanliness, condition of post Street name signs – in good condition/need of repair/securing
Additional Charged Items	Additional Charged Items
<ul style="list-style-type: none"> Window cleaning -external Gritting public areas 	<ul style="list-style-type: none"> Runs to the local recycling centre to dispose of large items/additional rubbish Graffiti removal