



**Washroom Services Contract**

**PRO036**

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**SPECIFICATION**

1. **Contract Requirement**

Contract for the supply of washroom services to Greater Manchester Mental Health NHS Foundation Trust. The contract is for the period of 2 years with a possible extension of 2 x 1 year periods.

1. **Sites**

As per appendix 1

### **Specification of Work**

Greater Manchester Mental Health NHS Foundation Trust requires the provision of washroom services as per attached list of locations that are to be serviced to their requirements.

### **Scope of Works**

The requirements of the contract are for a fully comprehensive planned service at GMMH sites (refer to appendix 1). The service provider must be fully knowledgeable in all aspects of washroom services.

The following elements are to be included in the formulation of the planned service costs;

* Washroom Services provision to include the provision of feminine hygiene bins and liners, air freshener units, Quadrasan Cleaning and Dosing System, nappy waste, incontinence waste system and any other equipment requested that is associated with male and female sanitary areas.
* Washroom Services are to be provided to all units/buildings within the Trust as detailed.
* The contract provider is to supply details of their waste disposal policy and procedures.
* The contract provider is to supply COSHH data information for any chemical used in the feminine hygiene unit and also for the chemical used to clean the units.
* The contract provider is to supply COSHH data information for any chemical used in the air freshener units.
* The contract must satisfy the Trust officers that they are a registered waste disposal contractor.
* Vehicles used to carry waste must have a compartment in the vehicle to hold waste that is segregated from the driver of that vehicle.
* The contractor must provide evidence of safe handling methods, including lifting and waste disposal. The contract provider must prove differentiate between incineration and land fill.
* The contract provider must prove that they employ due diligence with regard to waste disposal.
* The contract provider must be able to provide an annual audit trail for the disposal of waste matter.
* The contract provider must be able to prove they are licenced to perform waste disposal.
* All waste removal operatives are to be full trained to carry out their tasks. The contract provider is to supply evidence of training.
* The contract provider must where possible, ensure that the removal of waste matter is carried out by the same person/people at every service.
* The service operative must wear identification when visiting each Trust location.
* The service operative is to report to the Capital, Estates and Facilities Department or the ward/unit Manager at every service.
* The contract provider must provide a Quality Assurance service and subsequently provide findings from these inspections in writing to the Trust’s officers.
* Major and Minor system faults.
* All labour costs (normal day time working only).
* Materials and consumables.
* Travel time to each of the locations.
* Transport costs.
* Initial site survey.
* Service visits to feminine hygiene unit as specified.
* Service visits to air freshener units as specified.
* Service visits to incontinence waste system as specified.
* Service visits to nappy/incontinence waste as specified.

### **Generic Risk Assessments**

Greater Manchester Mental Health NHS Foundation Trust have adopted Generic Risk Assessments that the contractor must strictly adhere to and comprise of the following:

* General Risk Assessment for work undertaken on behalf of the Trust

### Working at Height

### **General Items**

### Clients: Means persons receiving treatment for mental health related problems, within the various Trust’s buildings.

### *Use of the Trust Sites:*

### The contractor must not use the Trust’s sites or premises for any other purpose than carrying out the intended contract.

### *Advertising:*

### It is not permitted by the Trust for the contractor to display any advertisements on any site or within any document without written consent from the nominated Trust Contract Manager.

### *Security:*

The contractor shall include for and be solely responsible for the protection and safety of the works being undertaken, materials, plant and equipment, clients, staff, visitors and the general public. Without delay report any incident to the Trusts Quality and Environment Facilities Manager.

*Occupied Buildings and Adjoining Property:*

All buildings will be occupied and during the contract term the contractor should carry out the works without undue inconvenience, nuisance and without danger to staff, visitors and clients.

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during the execution of the works. If any damage is caused this must be reported immediately to the Domestic Services Manager or his representative and all costs incurred will be charged to the contractor.

Take all precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners of adjoining property if required to gain access to undertake works on the trusts boundary.

*Work Undertaken on the Edenfield Centre and Gardener Unit*

Routine access into the Edenfield Centre or Gardener Unit is prohibited. No provision will be made to accommodate a contractor or his representatives without prior notification either by telephone for work of an emergency nature or for all other works then the contractor must complete the Notification to Work documentation which is to be submitted five days prior to commencement on site.

*Nuisance:*

Take all necessary precautions to prevent nuisance from fumes, dust, rubbish and any other causes.

*Health and Safety:*

It is the responsibility of the contractor to ensure that adequate Health and Safety training is provided to their staff and all necessary risk assessments are undertaken in accordance with current legislation.