

Moulton Parish Council Caretaking and Cleaning Specification October 2019

Community Centre	Village
Daily	Daily
• 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 • Arrive at centre by 5pm to facilitate evening bookings • Clean AV screens as required	• Opening, unlocking and locking of Public Gardens and Book Exchange at dawn and dusk
Daily (Mon-Fri)	Daily (Mon-Fri)
	• 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

Community Centre	Village
	Lifebuoy check – Redrow, Sandy Hill, David Wilson 2
Three times per week	Three times per week
- 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
Sweep/mop landings and stairways	- Empty Public Gardens bins - Water hanging baskets and planters
Weekly	Weekly
- 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	- 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
Clean gutters on roof	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
Clean and hoover fans in cloakrooms	
Quarterly	Quarterly
	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
Radiator covers -take off grill and hoover	Collect Moulton Scene from printers and deliver to distributors and commercial premises
Annually	Annually

Community Centre	Village
- Oil all door hinges WD40 - Asset Register check - Deep clean kitchen(s)	- 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
- 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	- 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)
	- 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
- Window cleaning -external - Gritting public areas	- Runs to the local recycling centre to dispose of large items/additional rubbish - Graffiti removal